



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية الطب College of Medicine



# College Policies and Procedures Manual



**College of Medicine**

**Policies and Procedures**

*Prepared by*

*Vice Deanship of Development and Community Partnership*

---

## *Table of Contents*

INTRODUCTION AND OVERVIEW	3
COM MISSION, VISION AND VALUES	4
COM ORGANIZATIONAL STRUCTURE	5
COM COMMITTEES	6
POLICIES AND PROCEDURES FOR FACULTY AFFAIRS	7
Recruitment and promotion of Saudi faculty and staff	8
Recruitment of non- Saudi faculty and staff	29
Faculty job description	50
Promotion	60
Faculty grievances	65
Conflict of interest	72
POLICIES AND PROCEDURES FOR ACADEMIC AFFAIRS	76
Student admission	77
New student orientation	83
Program delivery	85
Teaching methodology	90
Monitoring student performance	92
Examination and grading system	97
Final examination	100
Attendance and withdrawal	102
Suspension and interruption of studies	104
Academic counseling and advising	106
Re enrollment	110
Graduation	112
Dismissal	114
Student transfer	116
Student code of conduct	118
Academic appeals and grievances	132
Student rewards	135
POLICIES AND PROCEDURES FOR GRADUATE STUDIES AND PROGRAMS	138
POLICIES AND PROCEDURES FOR SCHOLARSHIP AND TRAINING	154
POLICIES AND PROCEDURES FOR SCIENTIFIC RESEARCH	164
POLICIES AND PROCEDURES FOR FINANCIAL PLANNING AND BUDGETING	177
Financial planning	178
Procurement	180
Facilities and equipment	184
APPENDIX 1: BYLAWS OF SAUDI FACULTY AFFAIRS	188
APPENDIX 2: TABLES OF SALARIES AND ALLOWANCES	222

---

## INTRODUCTION AND COLLEGE OF MEDICINE PROFILE

The Manual of Policies and Procedures was designed by the College of Medicine to provide a unified system of the highest level of academic services in accordance with the rules and regulations, general terms and conditions, of the Council of Higher Education and the university. The university established College Council, Dean of the College of Medicine, Vice Deans, Faculty Board members, and units responsible for implementing the Academic Policies and Procedures of the College of Medicine, University of Dammam. This will help to achieve the Vision, Mission, and Values of the college, which are in line with the core Values, Mission, and Vision of the university.

The College of Medicine and Medical Sciences, was established by Royal Decree No. H/67 dated 28/7/1375H (1975) in the Dammam campus of King Faisal University (KFU) in the Eastern Province of Saudi Arabia. In 2009, the Dammam campus KFU became the newly established University of Dammam. It is located on King Faisal Road, midway between Al-Khobar and Dammam, approximately 10 km from each.

The college admitted its first batch of undergraduate medical students in 1975 and the first batch of Nursing and Medical Laboratory Technology (MLT) students in 1988. The MLT Department was transferred to the newly established College of Applied Medical Sciences in 1998 and the Nursing Department was transferred to the College of Nursing in 2002. In the same year, the name of the college was changed from College of Medicine and Medical Sciences to the present name College of Medicine.

The College of Medicine pioneered postgraduate medical education in the Kingdom. Its postgraduate programs were the first to be recognized by the Arab Board for Medical Specializations and the Royal Colleges of Surgeons in Ireland.

Since its inception the College of Medicine has organized Continuing Professional Development Programs designed for all health professionals in the Eastern Province, and the entire Kingdom. The college engages in health education for the general public through campaigns and local and national media.

## COM MISSION, VISION AND VALUES

### VISION

*To be a premier medical college in medical education, health care and ethical research*

### MISSION

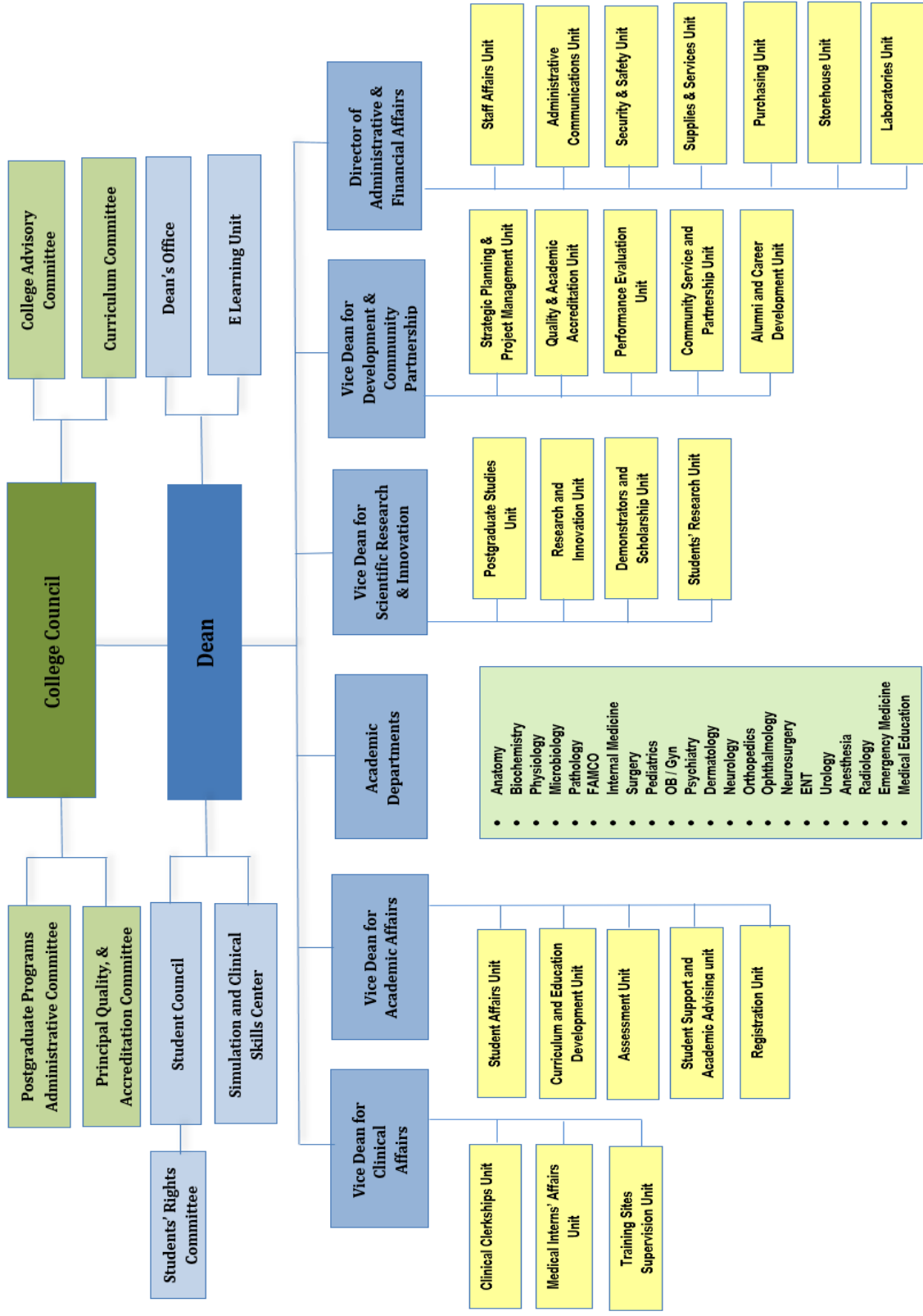
*The College of Medicine is dedicated to graduating physicians who are committed to Islamic and professional ethical practice. This will be achieved through continuous development of the curriculum. The college is also committed to provide excellent healthcare and promote community health. In addition, the college will encourage the conduction of innovative basic, applied, clinical and community based research.*

### VALUES

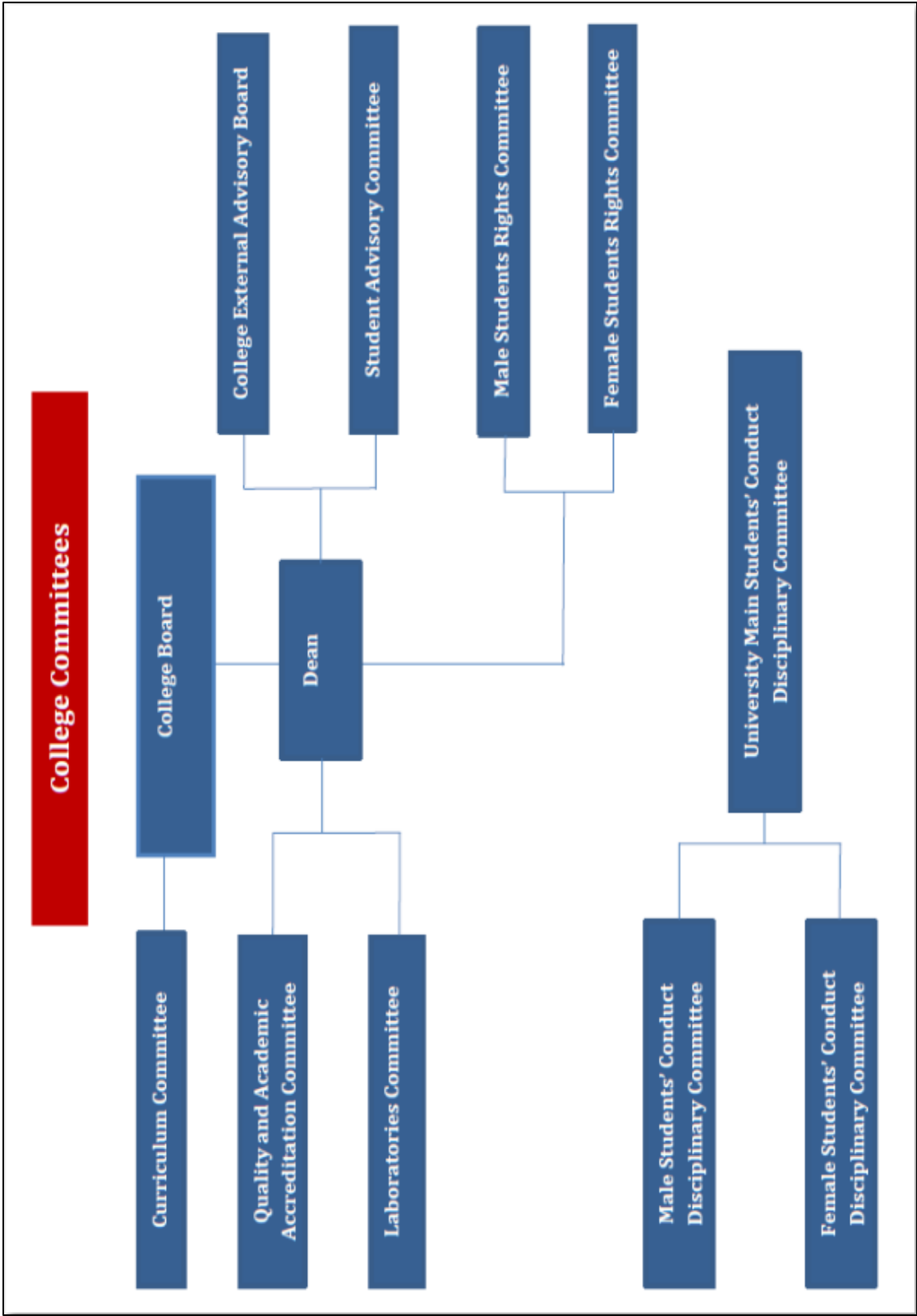
*Excellence, Innovation, Honesty, Transparency, Accountability, Collaboration and Teamwork.*











# Policies and Procedures for Faculty Affairs

## **POLICIES FOR RECRUITMENT AND PROMOTION OF SAUDI FACULTY AND STAFF**

### **Purpose:**

The aim of this procedure is to provide guidelines for governing the affairs of Saudi Faculty members based on the rules and regulations stipulated by the Commission of Higher Education.

### **Scope:**

This procedure applies to all Saudi Faculty members of the College of Medicine.

### **References:**

Council of Higher Education (Rules & Regulations Governing the Affairs of Saudi Faculty at Universities)

### **Responsibility:**

- University Council
- Deanship of Graduate Studies
- Council of Graduate Studies

### **Procedure:**

#### **Appointment and Promotion:**

A permanent committee, concerned with the affairs of lecturers, demonstrators, language teachers and researchers' assistants headed by the Deputy President for Graduate Studies and Scientific Research, is set in each university by a decision of the University Council on the recommendation of the President of the university. The committee presents its recommendations to the University Council. Some of its tasks are the following:

1. Suggests the general policy for selecting lecturers, demonstrators, language teachers and researchers' assistants and distributing them in departments and colleges.
2. Considers the recommendations of the Faculty Board of the College concerning the appointment of lecturers, demonstrators, language teachers and researchers' assistants according to the following criteria:
  - a. The number of Saudi staff members and their ratio to the total number of staff members in the department, their specialties and teaching loads.
  - b. The number of lecturers, demonstrators, language teachers and researchers' assistants in the department.
  - c. The number of scholarship students in the department, their specialties and the dates they are expected to return.
3. Suggests distributing the jobs of lecturers, demonstrators, language teachers and researchers' assistants according to the departments' present and future needs.
4. Studies recommendations concerning the transfer of lecturers and demonstrators to administrative jobs in the university, or, transferring them to the Ministry of Civil Service.

***The appointment of a demonstrator is controlled by:***

1. A Bachelor's degree from a Saudi university, or, another recognized university with a GPA of at least "Very Good" standard at university level.
2. Any other conditions stipulated by the University Council.

***The appointment of a lecturer and a language teacher is controlled by:***

1. A Master's degree or equivalent from a Saudi university or another recognized university with a GPA of at least "Very Good" standard at Master's level.
2. Any other conditions stipulated by the University Council.

***The appointment of a researcher assistant is controlled by:***

1. For a Master's degree holder (researcher assistant A):
  - a. A Master's degree or equivalent from a Saudi university or another recognized university, with a GPA of at least "Very Good" standard.

- b. Any other conditions considered by the University.
2. For a Bachelor's degree holder (researcher assistant B):
  - a. A Bachelor's degree with a GPA of at least "Very Good" standard from a Saudi university or another recognized university.
  - b. Any other conditions considered by the University.

Lecturers, demonstrators, and language teachers are appointed on the recommendation of the department where they are working, the College Faculty Board, and the permanent committee for the affairs of lecturers, demonstrators, language teachers and researchers' assistants. The appointment decision is made by the University Council.

A researcher's assistant is appointed by the decision of the University Council on the recommendations of Faculty Boards of the concerned department and college, and, the permanent committee for the affairs of lecturers, demonstrators, language teachers and researchers' assistants.

A Demonstrator whose university study average is seven years is appointed in the fourth degree in the rank of a demonstrator.

#### **Appointment of Assistant Professors:**

The appointment in the rank of Assistant Professor is controlled by obtaining a Doctorate degree from a Saudi university or another recognized university. The University Council might add any other conditions.

The University Council, in cases of necessity, and on the recommendations of the Faculty Boards of the concerned Department , the college, and, the Scientific Council, may appoint a candidate in the rank of Assistant Professor without the condition of obtaining a Doctorate degree in specialties where Doctorate degrees are not offered, according to the following rules. The nominee:

1. Should have a Master's degree or equivalent from a Saudi university or another recognized university.
2. Worked for at least three years as a lecturer.
3. Should present an academic authorship of not less than three units published after receiving the Master's degree, at least one of them as sole author. The academic authorship should be in accordance with Article 29 of these regulations.

### **Appointment of Associate Professors:**

Considering the rules of Article 12 of the Higher Education Council, the appointment in the rank of Associate Professor is controlled by the following:

1. A Doctorate degree from a Saudi university or another recognized university.
2. An experience of not less than four years as a staff member after being appointed in the rank of Assistant Professor in the university or other recognized universities.
3. Should be academically promoted to the rank of Associate Professor by a Saudi university or another recognized university.

### **Appointment of Professors:**

Considering the rules of Article 12, the appointment in the rank of Professor is controlled by the following:

1. A Doctorate degree from a Saudi university or another recognized university.
2. An experience of not less than eight years as a staff member at least four of them in the rank of Associate Professor in the university or another recognized university.
3. Should be academically promoted to the rank of Professor by a Saudi university or another recognized university.

### **Appointment of Staff members**

Staff members are appointed on the recommendations of the Faculty Boards of the concerned department and college, and, the Scientific Council. The appointment decision is made by the University Council.

1. A holder of a Doctorate degree who is transferred from any of the job ranks to staff members, lecturers or demonstrators' ranks at the university, is classified in the rank of Assistant Professor in the specialty of the Doctorate degree, and given the first degree of the rank of Assistant Professor. If his/her salary, at the time of transfer, is equal to or more than the salary of the new rank, he/she is given the salary of the rank exceeding his/her salary. If his/her salary exceeded the maximum salary for the rank of Assistant Professor, he/she is given the difference in a form of a reward till the difference vanishes by promotion and reward.
2. If the classified person was a staff member before, he/she is appointed in the same rank he/she was occupying, and then treated according to Item 1 above.

3. If the transferred person has experiences acquired after obtaining the academic qualification required for the appointment, and his/her salary earned according to Item 1 of this Article, in case of considering his/her experience, is less than he/she deserves, this experience should be considered on the basis of each year as a reward, if the experience is in the field of specialty.

Items 1, 2 and 3 are applied to Bachelor's and Master's degree holders to be appointed in the ranks of demonstrators or lecturers.

If a nominee has experiences acquired after obtaining the academic qualification required for the appointment, and he/she is not of those included in Article 16, this experience should be considered on the basis of each year as a reward, if the experience is in the field of specialty.

The appointed staff members, and equivalent, are given the first rank of the job he/she was appointed to. If his/her salary, at the time of appointment, is equal to or more than the salary of this rank, he/she is given the salary of the first rank exceeding his/her salary. The promoted staff members, and equivalent, are given the salary of the first rank of the job he/she was promoted to. If his/her salary, at the time of promotion, is equal to or more than the salary of this rank, he/she is given the salary of the first rank exceeding his/her salary.

Staff members, lectures and demonstrators are treated like government employees concerning allowances, rewards and benefits on the basis of the following equation:

- Demonstrator..... 8th Rank.
- Lecturer..... 9th Rank.
- Assistant Professor .....12th Rank.
- Associate Professor.....13th Rank.
- Professor.....14th Rank.

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



If the Professor's salary reaches the maximum salary for staff members, he/she will not be prevented from the annual increment as it is affected by rules. This is applied only for the rank of Professor.

### **Promotion**

The minimum qualifications for promotion from the rank of Assistant Professor to the rank of Associate Professor are:

1. At least four years of professional experience in the rank of Assistant Professor in a Saudi university, or, another recognized university. The experience in Saudi universities should not be less than one year.
2. Fulfilling the minimum academic output determined for promotion, and stated in Article 32 of these regulations as shown in Appendix 1.
3. The academic output presented should be published or accepted for publication while occupying the rank of Assistant Professor.

The minimum qualifications for promotion from the rank of Associate Professor to the rank of Professor are:

1. At least four years of professional experience in the rank of Associate Professor a Saudi university or another recognized university. The experience in Saudi universities should not be less than one year.
2. Fulfilling the minimum academic output determined for promotion, and stated in Article 33 of these regulations as shown in Appendix 1.
3. The academic output presented should be published or accepted for publication while occupying the rank of Associate Professor.

A staff member is entitled to apply for promotion six month before the regular duration.

The loan, secondment or delegation for the purpose of promotion is to be counted as follows:

1. The full duration should be counted, if the loan, secondment or delegation was to a scientific organization and the work was in the field of specialty.
2. Half duration should be counted, if the loan, secondment or delegation was to a non-Scientific organization, but the work was in the field of specialty.
3. No part of the duration should be counted, if the work done during the loan secondment or delegation was not in the field of specialty.

## Duties

Staff members are expected to demonstrate the following characteristics:

1. Faithfulness and good conduct, and adhere to the regulations, instructions and rules of conduct, not breaching the job charter.
2. Follow the latest developments in his/her specialization and contribute to the advancement of his/her specialization through academic activity.
3. Convey the latest development in his/her specialization to his/her students and instill into them the desire for knowledge and sound scientific thinking.
4. Participate actively in the duties of the Departmental Faculty Board and other committees and Councils in which he/she is a member on the level of the department, the faculty, and the university, and, to participate in community service activities carried out by the department, the faculty and the university.
5. Dedicate his/her time to work at the University. He/she is not allowed to work outside the university unless with prior agreement according to rules and regulations.

- A staff member should report to the department chairman any incident of gross misconduct by a student in his/her class for investigation and disciplinary action.

a. The teaching workload for staff members, and their equivalent, is as follows:

- Professor: 10 teaching units
- Associate Professor: 12 teaching units
- Assistant Professor: 14 teaching units
- Lecturer: 16 teaching units
- Demonstrator: 16 teaching units
- Language Teacher: 18 teaching units

b. The teaching unit is a weekly theoretical lecture the duration of which is not less than 50 minutes, or, a practical or field session with duration not less than 100 minutes. The teaching unit continues for a full semester.

- The staff members, and their equivalent, perform 35 hours of work per week, likely to be raised to 40 by the University Council decision, spent in teaching, research, guidance, office hours, academic committees, and other duties assigned by the specialized parties in the University.

- The teaching load for faculty members who hold the administrative ranks of deputy President, deans, deputy deans, directors of academic centers and heads of departments is decreased to be at least three teaching units.
- The head of a department, or his/her designee, presents an annual report to the dean of the college, and his/her designee, about the work process in the department and the academic activities of the staff members. The dean of the college, and his/her designee, presents an annual report to the President of the University.

### **Salaries, Rewards, and Allowances**

- The salaries and increments scales attached to these regulations are applied to staff members, lecturers and demonstrators.
- A monthly reward of 3,000 (Three thousand) Riyals is paid to the Deputy President of the University.
- A monthly reward of 1,000 (One thousand) Riyals is paid to the Dean, and his/her equivalent, up to a maximum amount of 10,000 (Ten thousand) Riyals annually. A monthly reward of 800 (Eight hundred) Riyals is paid to the Deputy Dean, up to a maximum amount of 8,000 (Eight thousand) Riyals annually. A monthly reward of 500 (Five hundred) Riyals is paid to the Head of a department or a Director of academic center, up to a maximum amount of 5,000 (Five thousand) Riyals annually.
- An annual reward of 10,000 (Ten thousand) Riyals is paid to the Secretary of the Scientific Council, if he/she is a staff member of the university. Otherwise, he/she will be treated according to the Civil Service regulations.
- The reward for staff members, and their equivalent, from inside the university, who are assigned by the university to prepare and teach outside-the-curriculum teaching units, is determined as follows:
  - Professor : 300 (Three hundred) Riyals
  - Associate Professor : 250 (Two hundred fifty) Riyals
  - Assistant Professor : 200 (Two hundred) Riyals
  - Lecturer and Language Teacher : 150 (One hundred fifty) Riyals
  - Demonstrator : 100 (One hundred) Riyals
- Deputy Presidents, deans, deputy deans, directors of academic centers, and heads of departments and staff members are entitled to receive

compensation if assigned to execute summer duties during the time of their summer vacation. The summer compensation should be equal to the duration of assignment, and should not exceed the amount of two-month basic salary.

1. The compensation for participating in a University standing committee is 200 (Two hundred) Riyals for each session held during working hours, and 300 (Three hundred) Riyals for each session held after working hours. The maximum amount of compensation should not exceed 6,000 (Six thousand) Riyals per year.
2. The description of standing committees is as follows:
  - a. To be set according to the Rules and Regulations of the Council of Higher Education and Universities.
  - b. Should not be of a work nature and responsibilities of only one person.
  - c. Should be permanent.
  - d. Its work should be at the university level.
  - e. Some of its members should be staff members or high ranked faculty who might not be treated according to overtime rewards.
  - The members of scientific committees and the members of the committees organizing scientific conferences and symposiums held by the university, are treated the same as the members of standing committees.
  - If the teaching units for staff members, and their equivalent, increase to more than the approved load, they might receive an allowance of 150 (One hundred fifty) Riyals for each additional teaching unit with a decision from the College Faculty Board.
  - Staff members, lecturers and demonstrators, who are specialized in the field of computer science and work in the same field of specialty, are eligible for a reward determined by the University Council not exceeding 25% of the minimum salary of their rank.
  - Staff members, lecturers and demonstrators, who are specialized in the field of pharmacy and work in the same field of specialty, are eligible for full time allowance and overtime of 50% of the minimum salary of their rank.
  - Staff members, lecturers and demonstrators, who are specialized in the field of medicine and work in the same field of specialty, are eligible for full time allowance and overtime of 70% of the minimum salary of their

rank. As for staff members, lecturers and demonstrators, who are specialized in the field of veterinary medicine and work in the same field of specialty, are eligible for full time allowance and overtime of 25% of the minimum salary of their rank.

- Staff members, lecturers and demonstrators, who are not specialized in the field of medicine, but they work in the same field of clinical specialty in hospitals, are eligible for full time allowance and overtime of 20% of the minimum salary of their rank.

### **Summer Holidays**

- Summer vacations for staff members, lecturers, demonstrators and language teachers are considered the annual holidays. The University Council determines the returning time for staff members. Summer vacations start after finishing examinations and announcing the results.
- The President of the University might assign a staff member, a lecturer, a demonstrator and a language teacher to execute summer duties during the time of their summer vacations, and they are entitled to receive a compensation equal to the duration of the assignment with an additional salary equal to his/her salary in this period. The duration of assignment should not exceed a period of sixty days a year.
- Based on work necessities, the President of the University may agree to delay the annual holidays of a staff member, and his/her equivalent, or a part of it.
- Other holidays are granted according to the Civil Service regulations and executive rules.
- By a decision from the President of the University and for logical reasons, a staff member, and his/her equivalent, is granted an exceptional leave without pay for a period not more than six month and within three years.

### **Sabbatical leave**

By a decision from the University Council, based on the recommendations of the Faculty Boards of the concerned department and college, and, the Scientific Council, a staff member is granted a sabbatical leave for one year after serving the university for a minimum period of five years, or five years from his/her last sabbatical leave. He/she is granted a sabbatical leave for one semester after

serving the university for a minimum period of three years, or, three years from his/her last sabbatical leave, provided that does not affect the progress of the educational process. The duration of secondment is not regarded as a part of the required duration.

Based on the suggestion of the Scientific Council, the University Council makes the rules governing sabbatical leave.

The sabbatical leave is conditioned by the following:

- The sabbatical leave is not granted to more than one staff member or 10% of staff members within a department, in one year.
- The applicant should prepare a complete proposal that states clearly the academic program he/she is planning to achieve during the sabbatical leave.
  1. The sabbatical leave benefits include the following:
  2. Full monthly salary and the regular transportation allowance for the full duration.
  3. Return air tickets for the staff member and his/her spouse, sons below 18 years old and the unmarried daughters.
  4. The book allowance paid for the university postgraduate scholarship students.
  5. Scientific research expenses, estimated for each case separately by the Scientific Council decision.
  6. Medical allowance for staff members spending their sabbatical leave outside the Kingdom. An allowance of 5,000 (Five thousand) Riyals is granted to a staff member on his/her own, an allowance of 10,000 (Ten thousand) Riyals is granted to a staff member with his/her family and half of the two amounts is granted to those whose sabbatical leave is for one semester.
  7. Full time allowance for doctors' staff members for working full time and not less than three hours a day as additional hours including Thursdays. They are granted an allowance of not less than 3,000 (Three thousand) Riyals, if the sabbatical leave is in government hospitals inside the Kingdom.

Delegation and secondment are not allowed for a staff member who is on sabbatical leave. He/she is also not allowed to engage himself/herself with another work or consultation.

A staff member should execute the academic program he/she planned to achieve during the sabbatical leave as approved by the University Council. A sabbatical leave detailed report must be submitted to the appropriate Department Council not later than the end of the semester next to the end of the leave. Attached to the report copies of associated scientific activities conducted at the host institution in preparation to be presented to the College Council and then to the Scientific Council.

### **Consultation**

Staff members are allowed to provide consultations to government and private sectors as well as national, regional and international organizations located in the Kingdom, according to the following:

1. He/she should be a consultant in the area of specialization.
2. A consultant should not hold more than one consulting job at a time.
3. The maximum duration of consultation is one renewable year.
4. The consultation request should be submitted, from the authorized Minister for government institutions, or from the Director for private sector institutions and regional or international organizations, to the Minister of Higher Education.
5. The agreement on the consultation and renewal will be by a letter from the Minister of Higher Education based on the recommendation of the Faculty Board of the department and college, and, approved by the President of the University.
6. The consultant must submit an annual report to the Minister of Higher Education and at the end of the consultation period about his/her achievements. The President of the University should be provided with copies of those reports.
7. The work performance of the staff member must not be affected by the part-time consultation, especially in the following aspects:
  - a. The teaching workload of the staff member.



b. His/her availability in the office during office hours, and in clinics, laboratories or computer centers as work required.

c. Participation in Councils and committees which the University considers the need for his/her participation.

### **Conferences, Symposia, and Seminars attendees**

Staff members might participate in conferences and symposiums held both inside the Kingdom and abroad, on the following basis:

1. There should be a relationship between the topics of the conference or the symposium and the specialty of the staff member or the responsibilities of his/her work.

2. The participation in conferences or symposiums inside the Kingdom should be based on the recommendation of the Department and College Faculty Boards, and approved by the President of the University.

3. The participation in conferences or symposiums outside the Kingdom should be by the approval of the Chairman of the University Council based on the recommendation of the Department and College Councils, and supported by the President of the University.

4. Based on the recommendation of the Scientific Council, the University Council develops the executive rules governing the attendance of conferences and symposiums.

5. A participant in a conference or a symposium should present a report about that to the university.

The university might grant both round-trip tickets and a delegation allowance to a participant in a conference or a symposium, or round-trip tickets only, or it might be limited to permission to attend without any financial obligation.

### **Delegation and Secondment**

- A staff member, and his/her equivalent, is entitled to delegation to work in governmental institutions. The secondment is secured by a decision from the University Council upon recommendations of the Faculty Board of the concerned department and college. The University pays his/her salary and transport allowance, unless agreed otherwise.

- A staff member, and his/her equivalent, is entitled to secondment to work in governmental institutions. The secondment is secured by a decision from the University Council upon recommendations of the Faculty Board of the concerned department and college. The University Council might cancel the secondment before the end of its duration.
- Staff members' secondment is conditioned by the following:  
Serving the university for a minimum period of three years. The University Council might, in case of necessity, make exceptions to this condition. Only one staff member or 10% of the staff members within a department might be seconded in one year. Before he/she is eligible for a new secondment, a staff member should serve the university for at least the same duration of his/her last secondment provided that the secondment does not affect the progress of the educational process, throughout the duration of secondment. Any other conditions considered by the University Council.
- The secondment might be to the following institutions:
  1. Universities and University Colleges inside the Kingdom and abroad.
  2. Ministries and governmental institutions.
  3. Public and private institutions.
  4. Governments and national and international institutions.
- The duration of secondment is one year, renewable, once or more, on an annual basis for a similar period. The duration of secondment should not exceed a period of five continuous years. However, the University Council might make exceptions to this condition to a maximum period of two years. The total periods of secondment should not exceed a period of ten years during the staff member's duration of service at the university or any other university.
- The host institution must assume the secondee's salary, allowances and rewards from the date he/she starts working for it. Concerning seniority and benefits, the seconded staff member is treated as if he/she is in the parent university and should be subject to retirement deducts and evaluation of secondment duration for promotion purposes, according to Article 24 of these regulations as shown in Appendix 1.
- The secondment approval decision might include the assignment of the secondee to participate in some academic tasks, such as teaching,

academic supervision, training, etc. provided that the university will not assume any expenses consequently.

### **Academic Communication**

- By a decision from the University Council based on the recommendations of the Scientific Council and the Faculty Board of the concerned department and college, a staff member might be delegated for a mission outside the headquarters of the University for a period not exceeding 4 months. If necessary, the Council is allowed to extend the period to one year, and, the delegated is treated as a secondee if the period does not exceed one month. If the period exceeds one month, he/she is treated as an employee sent for training abroad.
- Considering the applied instructions, and by a decision from the University Council based on the recommendations of the Faculty Board of the concerned department and college, a staff member might be delegated to teach abroad. He/she is treated as those delegated officially to work abroad, provided that the duration of delegation should not exceed four years.

By a decision from the University Council based on the recommendations of the Scientific Council and the Faculty Board of the concerned department and college, a staff member might be allowed to travel to conduct research in another university during the summer holidays according to the following:

- The staff member should present a travel request, including supporting documents.
- He/she should submit a report after his/her return to the concerned Departmental Faculty Board regarding the research achievements, which is then presented to the Scientific Council.
- He/she is granted air tickets.

### **Transfer**

- A faculty member, and his/her equivalent, might be transferred, within the field of specialization, from one department to another within the same college by a decision of the President of the University based on the

- recommendations of the Scientific Council, the Faculty Boards of the College and the two concerned Departments.
- A faculty member, and his/her equivalent, might be transferred from one college to another within the same university by a decision of the President of the University based on the recommendations of the Scientific Council, the Faculty Boards of the department and college transferred from and those of the department and college transferred to.
  - By a decision from the University Council based on the recommendations of the Scientific Council and the Faculty Boards of the concerned department and college, a faculty member, and his/her equivalent, might be transferred to a job outside the university.

### **Discipline**

- A disciplinary committee for staff members, and their equivalent, is formed by a decision from the President of the University, as follows:
  - One Deputy President, as chairman.
  - A Dean other than the one that investigates, as a member.
  - A staff member with a rank not less than Professor, as a member.
  - One of the specialists in Shari'ah or regulations, as a member.
- Taking into account the regulations of staff discipline, one of the Deans, appointed by the President of the University, investigates a staff member directly, if he/she fails to perform his/her duties. The Dean reports to the President of the University the results of the investigation that transfers the investigated member to the disciplinary committee, if necessary.
- The President of the University may suspend the work of a staff member, and his/her equivalent, for investigation, if necessary. The suspension period must not be more than 3 months, unless with a decision from the disciplinary committee.
- Suspension period or periods might be extended once or more, based on the results of the investigation. However, suspension period should not be more than one year each time.
- The suspended staff receives 50% of his/her basic salary. If he/she is innocent or penalized by other than termination, he/she receives the rest of his/her salary. If he/she is penalized by termination, he/she will not

- need to pay back what he received, unless the disciplinary body decides otherwise.
- The President of the University notifies the staff member, and his/her equivalent, who is referred to the disciplinary committee, with the accusations and a copy of the investigation report by a registered letter at least 15 days before the trial session date.
  - The staff member, and his/her equivalent, which is referred to a disciplinary committee might see the investigations carried out in the days chosen by the President of the University.
  - The disciplinary committee reviews the referred case as follows:
    1. The secretarial tasks of the committee are carried out by an employee selected by its chairman.
    2. The committee holds its meetings by invitation from the chairman. The investigated staff member is notified in writing by a registered letter to be present before the committee to listen to his/her statements and defense.
    3. The committee holds meetings in the presence of the investigated staff member or his representative. If he/she or his/her representative did not attend the meeting the committee reviews the case and completes the investigation steps confidentially. The committee may listen to witnesses, when necessary.
    4. The disciplinary committee decides by a majority of vote, and its meetings will not be valid unless all of the members attend the meeting. The committee presents its decisions to the President of the University, attached with the case file, within not more than two months from the referral date. If the President of the University does not approve the committee's decision, the decision will be returned to the committee. If the committee insists on its decision, the matter will be raised to the University Council which gives the final decision.
    5. The President of the University notifies the investigated staff member, and his/her equivalent, with the committee's decision, once it is issued, in writing by a registered letter.
    6. The staff member, and his/her equivalent, may contest the decision by a letter presented to the President of the University within 30 days from the date of being notified of the committee's decision, unless the decision is final. If the contest is received before the due date, the President of the

University returns the case to the disciplinary committee for a new review. If the committee insists on its decision, the matter will be raised to the University Council, which gives the final decision.

Taking into account the rules and regulations for staff discipline, the disciplinary penalty to be inflicted on staff members, and their equivalent, are:

1. Warning.
  2. Blaming.
  3. Salary deduction of no more than the basic salary of three months and the monthly deduction should not exceed third of the basic salary.
  4. Prevention from one periodical increment.
  5. Postpone of promotion for one year.
  6. Exclusion from academic work, and, assigning to another work for a maximum period of five years. The exclusion period is not included in the duration counted for promotion.
  7. Termination.
- No impact of the disciplinary proceeding on other legal proceedings arising from the same incident.
  - The President of the University might warn the staff member, and his/her equivalent, which breaches his/her duties orally, or, in writing. He might inflict both penalties of warning and blaming on the staff member after investigation, and, listening and writing his/her statements and defense. The decision of President of the University in this case is reasoned and final.
  - Based on the information from the heads of departments, or, on their own observations, the Deans should notify the President of the University of Staff Members, and their equivalent, who are in breach of required duties or any other violations.

### **End of Employment**

- The service of staff members is terminated based on any of the following reasons:
  1. Resignation.
  2. Apply for retirement before reaching the approved age according the retirement regulations.

3. Job cancellation.
  4. Health disability.
  5. Absence without excuse or refusal to implement a transfer decision.
  6. Termination on disciplinary grounds.
  7. Termination by a Royal Decree, or, a decision from the Council of Ministers.
- The staff member, and his/her equivalent, is referred to retirement by a decision from the President of the University, if he/she completed 60 Hijri years.  
The President of the University might extend the employment of a 60-year-old staff during the academic year to the end of that same year. Based on the recommendation the President of the University, the University Council might extend the employment of a 60-year-old staff for one period or periods until the age of 65.
  - If a staff member, and his/her equivalent, failed to do his/her duties due to illness, the President of the University reports that to the University Council, in order to consider the termination of his/her employment.
  - The University Council, based on the recommendations of the Faculty Boards of the concerned department and college and the Scientific Council, might consider accepting the resignation of a staff member, and his/her equivalent, or referring them to early retirement upon their own request.

#### **Rules&Regulationsfor Casual staff members**

- The university might use part-time staff members from previous faculty or distinguished scholars, who have long experience in the field of specialty they will teach. They should not be assigned to any administrative work.
- The use of part-time staff members should not be for more than two years, subject to renewal by a decision from the President of the University based on the approval of the University Council and the recommendations of the Scientific Council and the Faculty Boards of the concerned department and college.



- Part-time staff members receive a reward equal to the minimum salary of the academic rank they used to have. If they are not previous staff members, the University Council determines the reward, which should not exceed the minimum salary of the rank of Assistant Professor, based on the recommendations of the Scientific Council and the Faculty Boards of the concerned department and college.
- Taking into consideration the rules of Article 96 of these regulations, part-time staff members have to adhere to the duties of full-time staff members stipulated in these regulations. Concerning teaching extra units, they are treated according to the rules of Article 51 of these regulations.
- If a part-time staff member breaches any of his/her work duties, the rules of staff discipline stipulated in these regulations are applied to them.

### **Regulations Governing encouragement of Qualified Saudis to teach at the University Colleges & institutes.**

Non-staff members who are hired to take credit teaching units included in the study plans, are paid a reward for each teaching unit according to the following:

1. Ministers, Deputy Ministers and those occupying high ranks 1,000 Riyals
2. Staff members from other universities:
  - a. Professors 400 Riyals
  - b. Associate Professors 350 Riyals
  - c. Assistant Professors 300 Riyals
3. Those included in employment scale ranks:
  - a. Ranks 14 & 15 400 Riyals
  - b. Rank 13 350 Riyals
  - c. Rank 12 300 Riyals
  - d. Ranks 9, 10, 11 250 Riyals
4. Those included in educational job scale:
  - a. 6th level 250 Riyals
  - b. 5th level 200 Riyals
  - c. 4th level 150 Riyals
6. Retired Individuals: According to their academic degrees, job ranks and military ranks before retirement.

7. Non-employees: other than those mentioned in the above Items, qualified Saudis might be hired to teach at the University Colleges, institutes and centers by the approval of the University Council based on the recommendations of the Faculty Boards of the concerned department and college. Their rewards should not exceed the minimum salary of the rank of Assistant Professor.

- If staff members, and other personnel, are hired from outside the university or from outside the headquarters of its branches, in addition to the rewards mentioned in Article 101 of these regulations, they are eligible for a return ticket and a delegation allowance stipulated for his/her equivalent, or the university should assume his/her housing, transportation and living expenses during his/her stay.

## POLICIES AND PROCEDURES FOR RECRUITMENT OF NON-SAUDI FACULTY

### **Purpose:**

This Policies and Procedure aim to provide a system for Recruitment of non-Saudi Faculty

### **Scope:**

This procedure applies to recruitment of non-Saudi Employees.

### **References:**

- Council of Higher Education
- Charter for Employment of Non-Saudi Faculty and Staff

### **Responsibility:**

- Deanship of Faculty and Personnel Affairs
- Human resource Development
- Financial Affairs

### **Procedure**

#### **Procedure for Recruitment of non - Saudi Faculty:**

1. Planning- TheCollege, Deanship and research center should have regularly updated data on the available teaching staff, teaching loads and teacher/student ratio. A prediction plan relevant to those who will resign, retire or leave the University (for any Reason) should be maintained
2. At the end of the first semester of each school year, the college/deanship's needs should besubmitted to the Deanship of Faculty Affairs revealing the nature of teaching staff member required, specialization, sub specialization, vacant academic position, qualification, experience, sex, nationality age and any other recruitments.

3. Opening the door for submitting applications; Co-ordination should be done with the job classification Department jobs available should be advertised on: Personnel@ud.edu.sa.
4. Fourth: Applications will be received and rated by a special panel set for this purpose at the Deanship of Faculty Affairs. Then a short list will be prepared.
5. Interviews are to be held to make sure that the nominated applicant is competent for the vacant job.
6. Initial offer shall be sent to the nominee to get his/her acceptance within 48 hours.
7. The Cultural attach at a Saudi embassy abroad shall be notified with the nominees.
8. The approval of Ministry of Higher Education shall be secured. Then visas are to be obtained from the Ministry of Labor.
9. Final offer should be sent for the probable contract to sign before being informed about how to complete the remaining procedures. After that any difficulty that might arise in the administrative procedures is to be removed by receiving and accommodating the new faculty member who should have medical examination to obtain residence permit.

### **Recruitment Requirements**

Recruitment of non-Saudi employee is based on the rules and regulations stipulated on the Commission of Higher Education, Articles 4, 5, 6, & 7

- Recruitment is conditioned by:
  1. An available vacancy approved in the budget, or, an availability of an approbation specified for the aim of recruitment included in the item of fixed salary.
  2. Unavailability of a Saudi national to occupy the job.
  3. Job description, job responsibilities and minimum qualifications should be stated clearly.
- A contractee should:
  1. Be at least 20 and less than 60 years old. Based on the recommendations of the Departmental Faculty Board, the College Faculty Board and the University Council. However, it may bypass the maximum age limit by ten

- years for professors and associate professors, by five years for assistant professors and by three years for other categories.
2. Be healthy and eligible for work according to a current health certificate issued by a medical body recognized by the University.
  3. Be of good conduct and behavior.
  4. Have the qualifications required for the job.
  5. Not have a contract with another institution in the Kingdom.
  6. Work for the University as a full-timer.
- The duration of this contract is less than one year, one year or more than one year, renewable for a similar duration or for a duration determined by the University.
  - This contract is effective from the day the contractee leaves his/her country of origin heading to his/her place of work in the Kingdom by the shortest route within a period of time not exceeding three days from departure to starting work. Or, from the day the contractee starts work if he/she is a resident of the Kingdom at the time of contract signing.

### **Salaries and allowances**

Salaries and allowances policies and procedures have been adopted on Article 8,9,10,11,12,13, & 14 from the Commission of Higher Education- Charter For Employment of non- Saudi Faculty and Staff)

#### **Article 8**

- Salaries are determined according to the Tables in Appendix 2 enclosed with these rules and regulations. The University has the right to pay a contract salary less than that shown in the table if the two parties agree on it.
- If a staff member is promoted by another institution and the University approves that promotion, he/she will be eligible to the starting salary of the new rank at contract renewal. He/she should be given the higher of the two salaries and the increment of the new rank. This is also applicable to those promoted by the University.
- A non-faculty member contractee can be promoted to a higher rank within the same category at contract renewal, if he/she fulfills the requirements.

- If the contractee reaches the maximum salary of his/her rank, the University Council may grant him/her the increment of that rank each two years, based on the recommendation of the head of department.

#### **Article 9**

1. The University Council may increase the salary shown in the table by 50% for those contracted with from Europe, America or any other developed countries determined by the Council.

2. The University Council may contract with faculty members, doctors, etc. with rare specialties, academically reputed, experienced, and highly skilled, highly qualified from famous Universities and grant them salary increment not exceeding 100% of the earned salary. With the agreement with the Ministry of Civil Service, the University Council may apply these rules to other categories.

3. On the basis of the recommendation of the Scientific Council, the University Council may bypass the scientific conditions determined by the rules of recruitment to contract with experienced faculty and staff members with distinguished scientific reputation.

#### **Article 10**

1. A faculty member, who has a teaching experience at university level after getting his/her degree or title, is entitled to receive annual increments according to the tables in Appendix 2.

2. Faculty members' non-teaching experiences in the same field of specialty after getting their degrees or titles can be counted as two years for one year for recruitment. They can also be counted for scientific promotion by the Scientific Council decision based on the recommendation of the concerned College Faculty Board.

3. The experience for non-faculty members is counted after getting the last degree, and, a course in specialty after getting the last degree is counted as similar to its duration. The experience and the course duration should not be taken in at the same time. The degree and the experience should be awarded by an institution recognized by the University.

#### **Article 11**

A maximum of five years' experience is counted for contractees at the beginning of the contract. The University Council, however, in exceptional cases, may bypass this condition by a maximum of 15 years.

#### **Article 12**

A contractee, who holds a higher degree related to the nature of his/her work, is entitled to receive annual increments as similar to the duration of study for the higher degree, not more than two increments for the period between BA/BSc and MA/MSc, three increments for the period between MA/MSc and PhD, and, five increments for the period between BA/BSc and PhD according to the tables in Appendix 2.

#### **Article 13**

A contractee is entitled to receive an annual increment of not more than 5% of his/her salary, not exceeding the salary limit determined for each category in the salary tables. Those who completed ten and a half months are considered as completed a full year for this purpose for those whose contracts duration is related to the academic year.

#### **Article 14**

It is illegal to restrain the contractee's salary except with an order from the legally authorized body. The president of the University has the right to deduct any amounts due to the Government. Except for Finance Department, the amount deducted monthly should not exceed one third of the salary. When there is a conflict, the priority is given to Finance department then to the amounts due to the Government.

#### **Working Hours**

1. Staff members, lecturers, demonstrators and language teacher's work for 40 hours per week; spent in teaching, research, academic counseling and other academic and administrative activities assigned by the authorized bodies in the University.
2. Other University faculty work for 48 hours per week; spent in teaching, research and training duties and other tasks assigned by the authorized bodies in the University. The working hours for those who work in hospitals should not exceed 55 hours per week. The University, however, has the right to determine

the beginning and the end of working hours, or, dividing them according to work requirements.

3. Contractee are treated the same as the Saudi staff members concerning the teaching load and the compensation rules for additional hours.

### **Allowances and Compensations**

Policies and procedures for allowances and compensations have been adopted from Articles 16 through 31 from the Commission of Higher Education- Charter For Employment of non- Saudi Faculty and Staff)

#### **Article 16**

- The University Council is entitled to pay a maximum amount of 30% of the first basic salary for faculty members holding rare specialties and working in their fields. The Council determines these specialties and the amount of the allowance to be given to each. This allowance should not be given together with any of those mentioned in Items 1 & 2 in Article 9.
- The University Council is entitled to pay a maximum amount of 80% of the basic salary for doctors, dentists, staff members, lecturers, demonstrators and research assistants who work in hospitals as an allowance for additional hours. This allowance should not be given together with the rarity allowance mentioned in Item 1 above.
- Pharmacists and staff members, lecturers, demonstrators and research assistants specialized in applied medical sciences and who work in hospitals are entitled to a maximum allowance of 50% of the basic salary for additional hours. This allowance should not be given together with the rarity allowance mentioned in Item 1 above.

#### **Article 17**

The University provides air tickets to the expatriate faculty member and his/her family when brought for residence. The maximum number of tickets must not exceed four including his/her own ticket. The family members are entitled to their tickets whether they travel with the contractee, or, alone, according to the following:

1. Once when he/she travels from his/her country of origin at the start of contract, if he/she is not a resident in the Kingdom during contracting.



2. Round-trip air tickets from the Kingdom to his/her country of origin every year at the due time of his/her annual vacation. Similar to that of a contractee recruited from within the Kingdom whose contract completed two years, and if he/she is not a resident in the Kingdom during contracting.

3. One-way tickets are also issued to the expatriate faculty member and his/her family for final repatriation upon final completion of his/her contract or termination of employment. Excepted from that is a contractee who was a resident in the Kingdom during contracting and did not complete two years of contracting, or that who transferred his/her Iqama to another institution inside the Kingdom according to regulations.

### **Article 18**

The contractee's family members are:

1. The wife, the husband or a chaperon.

2. His/her direct dependents:

- Sons less than 18 years of age.
- Unmarried daughters.
- Parents.
- Brothers less than 18 years of age.
- Unmarried sisters.

Their bringing along to the Kingdom is conditioned by the agreement of the concerned authorities according to prevailing regulations.

### **Article 19**

1. If any of the female contractee or her chaperon works for the University and the other works for another government institution, the tickets are issued by the same institution paying the housing allowance.

2. The attendant is not entitled to a back ticket if his/her Iqama is transferred to a non-government institution.

### **Article 20**

The University provides air tickets to the contractee by the most direct routing through Saudi Arabian Airlines (SAUDIA), if its services are available. It may, in

exceptional cases, pay him/her in cash to buy the tickets. A contractee gets a compensation of half the price of the tickets, if he/she does not use them.

#### **Article 21**

1. The air tickets are issued for a Business Class if the contractee's rank is a professor, and for an Economy Class for other ranks.
2. The contractee is entitled to change the route of his/her tickets according to the regulations of Saudi Arabian Airlines (SAUDIA), without the least responsibility on the University.

#### **Article 22**

If the contractee splits his/her annual vacation according to Article 33, tickets are issued for the last part of it. If the vacation is split by the University, two tickets are issued only for him/her.

#### **Article 23**

According to work requirements, a contractee's inside or outside travel should be by air on Economic Class through Saudi Arabian Airlines (SAUDIA) whenever possible. The University may permit the contractee to travel by land at his/her own expenses, if that does not affect his/her arrival to work place on time, and, he/she is eligible for a compensation of full price of air tickets on Economic Class, if that is possible. If he/she has to travel to a destination not connected to his/her place of work with air travel facilities, the University should provide a means of land travel, or, permit him/her to travel at his/her own expenses, and he/she is eligible for a compensation of full price of traveling by land through public transport.

#### **Article 24**

The University provides on-campus housing for a contractee, or, pays him/her an annual housing allowance according to salary tables in Appendix 2. This allowance can be paid in advance at the beginning of the duration of the contract, and at the beginning of each new contracting year. Those who do not complete a full year are paid a housing allowance corresponding to the duration of their contract. When contracting a female and her chaperon, only the largest housing allowance is paid. This rule is also applicable if one of them works for another

government or non-government institution. A female contractee who is married to a Saudi national living in the Kingdom is not entitled to a housing allowance.

#### **Article 25**

1. If the University does not provide furnished housing to the new contractee, he/she is eligible for furniture allowance of 50% of the annual housing allowance, paid only once within the duration of the first contract. A contractee who completed at least two years since he/she left work with another government institution inside the Kingdom and signed a new contract with the University and he/she was not paid that allowance, is considered, in this very case, a new contractee.

2. When contracting with a female and her chaperon, only the biggest furniture allowance is paid.

3. The chaperoned contractee or the female contractee with chaperon is not entitled to furniture allowance, if the other works for the University or any other institution inside the Kingdom.

4. If the contractee worked for another institution, or has been chaperoned for someone who worked, or vice versa, inside the Kingdom before contracting with the University, he/she is not eligible for furniture allowance unless he/she spent a duration not less than two years since he/she left the Kingdom and he/she was not paid that allowance by the previous institution.

5. If the contract is less than one full year, the furniture allowance is paid similar to the duration of the contract. The rest is paid when the contract is renewed for duration not less, with the previous contract duration, than one year.

#### **Article 26**

The contractee is entitled to receive a fixed monthly transportation allowance against local transportation expenses. This benefit is considered on the basis of his/her academic rank as shown in the salary tables. Instead of paying this allowance, the University may provide the contractee with a suitable means of transportation. Those who live in the place of work or attached to it are not entitled for this allowance.

#### **Article 27**

The contractee is entitled to receive a daily secondment allowance, if he/she is delegated on an official task outside his/her place of work as follows:

- A. 450 Riyals for a salary of 7,000 Riyals or more.
- B. 300 Riyals for a salary of 4,500 and less than 7,000 Riyals.
- C. 255 Riyals for a salary of 2,700 and less than 4,500 Riyals.
- D. 160 Riyals for a salary of less than 2,700 Riyals.

The secondment allowance is increased 50% if the secondment is outside the Kingdom, and an additional transportation allowance of 1/30 of the determined monthly transportation allowance is paid.

1. Based on the recommendations of the Departmental Faculty Board and the College Faculty Board, the president of the University may approve that a faculty member attend a conference or a scientific symposium on his/her own expenses.

#### **Article 28**

If a faculty member contractee is transferred from one city to another inside the Kingdom, he/she is eligible for a freight allowance of SAR 4,000. If the transference is from inside to outside the Kingdom, or vice versa, or from one place to another outside the Kingdom, a freight allowance of SAR 5,000 is paid. Other faculty members are eligible for a freight allowance of SAR 3,000 in both cases. This freight allowance is paid for only once during a financial year together with traveling tickets according to the Articles 17 - 22. If two contractees are transferred, and, one of them is an attendant chaperon for the other, only the biggest freight allowance is paid.

#### **Article 29**

A contractee (staff member, lecturer, demonstrator, technician and their likes who are related to teaching) receives end-of-service benefit (termination benefit) equivalent to a half month of basic salary for each full year of service upon completion of two full years of service with the University. [Duration of 22 months is considered two full years.] However, upon completion of five years of service consecutively, he/she is entitled to a termination or end-of-service benefit equivalent to one month of his/her basic salary for each year of service based on his/her basic salary at the time he/she leaves the University. (Duration of 58

months is considered five full years). The accumulated amount of termination benefit, not exceeding SR 100,000, is payable at final termination of the contract. The end-of-service benefit (termination benefit) is paid only for full years and continuous duration of service. Other faculty members receive end-of-service benefit (termination benefit) equivalent to a half month of basic salary with accumulated amount not exceeding SR 50,000.

Based on the recommendation of the College Faculty Board or, the authorized body, and, the agreement of the University Council and the Higher Education Council, the end-of-service benefit (termination benefit) can be increased up to 100%. However, not exceeding, in all cases, the accumulated amounts mentioned in this article.

### **Article 30**

During contracts periods, the contractees and their families benefit from the general medical services available in the Kingdom. The University Council, however, may decide contrary to that, if necessary.

### **Article 31**

The University provides a contractee faculty member with tuition fees for education from primary school to completion of secondary school, not including transportation fees, according to the following conditions:

1. Impossibility of being accepted in government schools.
2. The authorized dependent children should be of school age (defined as six through eighteen years).
3. Should attend schools inside the Kingdom.
4. Tuition fees are paid for up to a maximum of four authorized dependent children and the total amount for eligible contractee must not exceed a maximum of SAR 25,000 per year. The University Council determines the amount to be paid for each student.

### **Holidays**

### **Article 32**

In addition to weekends and the two Eids, the contractee is eligible for an annual holidays for 60 days (for faculty members) and 45 days (for other staff members),

with full salary paid at the beginning of the holidays. They are due for a part of a year accordingly. A contractee is eligible for a full annual holiday, if his/her contract started within a month from the date of the beginning of the contracts in the University. The University Council changes the period of holidays according to the academic calendar. If the two parties agree in writing, the duration of the holidays can be less than what is determined. The University has the right to determine the beginning and end of holidays. They are not due for the duration of secondment, exceptional leave of absence.

### **Article 33**

Based on the contractee's request and the recommendation of his/her place of work and the approval of the president of the University, the annual holidays may be split into two parts, if necessary. The duration of any of these two parts should not be less than one third of the holidays. The contractee should use one part during the same year in which the holidays are due.

### **Article 34**

1. According to work necessities, or, on contractee's request, the president of the University may delay the annual holidays, or, a part of it for a period not more than six months from the new contracting year.
2. According to work necessities, the president of the University may change the time of the contractee's weekends.
3. The president of the University may cancel the contractee's annual leaves or a part of it. He/she should be compensated for this cancellation as similar to his/her salary in the year when the holiday is due. On the other hand, he/she is not entitled to get his/her own ticket. The cancellation of the annual holidays should be with the consent of the contractee, except in case of extreme necessity.
4. The president of the University may cancel the two Eid leaves or a part of them according to work necessities. The cancellation of the annual holidays should be with the consent of the contractee, except in case of extreme necessity. He/she should be compensated for this cancellation as similar to its duration, either in cash payment or days off.

### **Article 35**

The contractee is eligible for a paid emergency leave for up to 10 days a year. This leave is deducted from his/her annual holidays and he/she is not entitled to get tickets for it.

#### **Article 36**

In circumstances considered by the University, the contractee faculty member is granted an exceptional holidays without pay for a period not more than a semester. He/she is not entitled to any privileges mentioned in the contract, because the service is considered continuous.

#### **Article 37**

A contractee faculty member is eligible for a temporary sick leave for one fully paid month. If necessary, the leave might be extended for two additional months at half salary. However, sick leave benefits are not applicable if a contractee faculty member falls sick outside the Kingdom. If the illness is caused by the work, he/she is entitled to a double temporary sick leave mentioned above. Regulations of Saudi employees are applied to prove the illness and determine the duration of the temporary sick leave.

#### **Article 38**

A female contractee faculty member is eligible for maternity leave for 45 days and a husband's death leave for 130 days for Muslims and for one month for non-Muslims.

#### **Article 39**

A contractee faculty member is eligible for more than one of the due leaves during one year when there are good reasons to use them.

### **Secondment and Transfer**

#### **Article 40**

The University Council might second the contractee for a period not more than six month, according to rules developed by the Council. His/her financial merits are paid by the institution to where he/she is seconded. He/she is not entitled to an end of service allowance, because the service is considered continuous.

#### **Article 41**

The University might transfer the contractee from outside the University or to another job inside the University, on the following conditions:

1. Unavailability of a Saudi national to occupy the job.
2. The contractee fulfills the job requirements.
3. The contractee and his/her previous place of work agree to the transfer. If the transfer was completed before the end of the contract, he/she would be treated according to the on-going contract. Then his/her situation is changed at the end of the contract or at beginning of the nearest contracting year if its duration is more than one year.

#### **Article 42**

If the contractee is transferred to the University from a governmental institution, he/she will be treated according to the following:

1. His/her contract is considered continuing as for holidays and end of service benefits. The duration of the service is considered experience for faculty members and their equivalent as mentioned in Article 10.
2. As for end of service allowance for the previous service, he/she is treated according to the contract with the previous place of work. He/she is treated according to these rules and regulations for his/her service to the University.

### **Duties and Responsibilities**

#### **Article 43**

In performing his/her duties and responsibilities, the contractee is subject to the rules and regulations of the Civil Service, whenever applicable, for any duties and responsibilities not mentioned in the rules and regulations developed by the University.

#### **Article 44**

As for errors in the job, the contractee is subject to the articles of these rules and regulations and the punishment rules for Saudis.

#### **Article 45**



The contractee is expected to abide by the rules and regulations effective in the Kingdom. He/she and his/her family members must respect the traditions and customs prevailing in the Kingdom and must not prejudice religion or interfere in politics.

## **Termination and Renewal End of Service**

### **Article 46**

The University might terminate the contract without the least responsibility if the contractee does not start work within 15 days of determined date at contracting.

### **Article 47**

The contract is renewed automatically. Otherwise, either party should notify the other in writing of the desire to terminate the contract at least two months before the expiration date of the contract.

### **Article 48**

The contract is terminated before its expiration date in the following cases:

1. If the contractee gets Saudi nationality.
2. Acceptance of resignation.
3. Insisting on resignation though not accepted.
4. Unjustified absences for a continuous period of 15 days, or, a discontinuous period of 30 days.
5. Cancellation of academic position.
6. Permanent sickness.
7. Job disqualification.
8. Low professional performance.
9. Disciplinary dismissal.
10. Requirements of public interest.
11. Involvement in a crime or severe rule violation. Or, sentenced for honor or honesty crime.
12. Death.
13. If sickness duration exceeds the sick leave duration mentioned in Article 37, In this case, the contractee is given a one way ticket and all allowances paid to him/her are not taken back.

#### **Article 49**

1. If the end of service is due to the reasons mentioned in Article 48 – Items 3, 4, 9 and 11, the following procedures will result:

a. He/she is not entitled to back tickets for him/her and family, end-of-service benefit, holidays or compensation for holidays. In exceptional cases, however, the president of the University might agree to give him/her back tickets.

b. The housing allowance is taken back if the remaining period of contract is six month or more. The furniture allowance is also taken back if the termination of service is at least six month before the end of first contracting year.

c. The contractee should pay the University two month salaries if his/her service ends according to Article 48 – Items 3 and 4.

2. No.1-b Above is applicable if the service ends according to Article: 48 – Item 2.

3. If the end of service is according to the Article 48 – Item 1, he/she is not entitled to back tickets for him/her and family.

#### **Article 50**

The University Council might, in exceptional cases, exempt the contractee from some or all expenses resulting from end of service or contract termination according to the items of article 48.

#### **Article 51**

1. If the service is terminated because of cancellation of the academic position or requirements of public interest, the contractee is given compensation equal to two months' salary.

2. The contractee is treated according to the regulations of Civil Service in cases of death, permanent sickness or injury that completely prevents him/her from work, or a sickness or an injury that partly prevents him/her from work, on condition that, the death, sickness or injury is caused by work.

#### **Article 52**

If a contractee dies, the University will take over the expenses of transportation of his/her body together with family members to their country of origin. If one of his/her family members dies, the University will take over the expenses of

transportation of his/her body together with a return ticket for only one attendant.

### **Article 53**

1. The University might contract with someone who has been working for another institution in the Kingdom and his/her end of service is due to end of contract, resignation or job cancellation, on condition that his/her competence report for the last year was Very Good at least.

2. The University might not contract someone who has been working for another institution in the Kingdom in the following circumstances:

- a. If the end of service was due to unjustified absences, except if he/she completed at least two years from the date of end of service.
- b. If the end of service was due to job disqualification.
- c. If the end of service was due to requirements of public interest, except if the previous sponsor agrees.
- d. If the end of service was due to disciplinary dismissal or according to Article 48 Item 1.

### **Recruitment Provision Faculty Members, Lecturers, Language Teachers & Demonstrators**

- **Assistant Professors** Appointed to this post those who hold a PhD. Or who hold a title from any University recognized by the concerned University.
- **Associate Professors** Appointed to this post those who hold a title from any University recognized by the concerned University.
- **Professors** Appointed to this post those who hold a title from any University recognized by the concerned University.
- **Lecturers** A lecturer should hold at least a Master degree or any University degree considered by the concerned University equivalent to Master. Appointed on the first tier of the salary, except:
  - a. Lecturers in engineering, pharmacy and medical and applied science are appointed on the second tier of the salary.
  - b. Lecturers in clinical pharmacy are appointed on the third tier of the salary.

- c. Lecturers in medicine and dentistry are appointed on the fourth tier of the salary.
- **Language Teachers** Appointed to this post who have the following qualifications:
  - a. Must have a BA/BSc in the language he/she teaches with a general standard of at least "Good", and a Diploma in TFL in addition to at least one year of teaching experience (preferably to Arab students).
  - b. Must have a BA/BSc in the language he/she teaches with a general standard of at least "Good", and at least three years of teaching experience (preferably to Arab students).
  - c. Must have a MA/MSc in the language he/she teaches as Foreign Language. At least one year of teaching experience (preferably to Arab students) is preferred.
- **Demonstrators** should hold a BA/BSc with a general standard of at least "Very Good". They are appointed on the first tier of the salary, except:
  - a. Demonstrators in engineering, pharmacy and medical and applied science are appointed on the second tier of the salary.
  - b. Demonstrators in clinical pharmacy are appointed on the third tier of the salary.
  - c. Demonstrators in medicine and dentistry are appointed on the fourth tier of salary.

Table 1: Recruitment Provision of Faculty Members, Lecturers, Language Teachers & Demonstrators

Job Title	Starting Salary	Annual Increment	Maximum Salary	Transportation Allowance	Housing Allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9200	600	25000
Language Teacher	4080	350	6880	500	17000
Lecturer	3400	350	6550	500	18000
Demonstrator	2700	300	5400	500	14000

## Recruitment Provisions of Researchers, Assistant Researchers & Technicians

**First Rank** a PhD. in specialty or equivalent after duration of three years of study after the BA/BSc.

**Second Rank** a MA/MSc in specialty or equivalent.

**Third Rank** a BA/BSc in specialty or equivalent with a general standard of at least "Very Good". The University Council might, exceptionally, agree to the standard of "Good".

They are appointed on the first tier of the salary, except the graduates of engineering, pharmacy and medical and applied science are appointed on the second tier of the salary, the graduates of clinical pharmacy are appointed on the third tier of the salary and the graduates of medicine and dentistry are appointed on the fourth tier of the salary.

Table 2: Recruitment Provision of Researchers, Assistant Researchers & Technicians

The Ranks	Starting Salary	Annual Increment	Maximum Salary	Transportation Allowance	Housing Allowance
First	4855	350	7305	500	20000
Second	3955	300	6955	500	15000
Third	2700	250	6450	400	14000

### Instructions for Physicians' salaries

When estimating salaries according to the table, the following should be taken into consideration:

- BSc. in Medicine after a duration of six years of study or five years for dentistry one of which is a preparatory year.
- The considered experience in determining the salary is spent in government or University hospitals or private recognized ones. The duration of internship and the experience spent in private clinics or not recognized hospitals are not included.
- The salary is earned on the basis of commitment to full-time physician for government work and the performance of additional work not less than three hours per day.
- At contracting, a physician must have at least two years' experience with the exception of cases where the application of this requirement is not possible.

- e. An annual remuneration of two months' salary is paid at the end of the year to physicians, professors, associate professors, assistant professors and teachers who have experiences as University faculty members.
- f. A medical examiner is treated like a physician

Table 3: Physicians' Salaries

Qualification	Basic Salary	Experience Increment	Maximum Salary	Transport Allowance	Housing Allowance
BSc. In Medicine	4000	200	7000	400	A 3 months' Salary with Maximum of 25000
BSc. In Medicine + at least one year diploma	4300	220	7600	400	
MSc. In Medicine or equivalent after a duration of at least 2 years of study after the BSc.	4600	250	8350	400	
A Phd. In Medicine or equivalent after duration of at least three years of study after the BSc.	5500	300	10000	500	

## EMPLOYMENT CONTRACT FOR NON SAUDIS

On the day ..... / ..... /14..... H. corresponding to (..... / ..... /20..... A. D.) This contract has been agreed upon and signed by:

A. Dammam University, represented by: .....

as the first party and

B. Dr./Mr./Mrs./Miss..... of ..... nationality as the second party.

The two parties agreed that the second party works as ..... according to the following:

1. The first party will pay the second party a monthly salary of (.....). Saudi Riyals paid at the end of each month, in addition to fixed monthly allowances and annual increments.

2. The first party will provide the second party with free furnished accommodation or pay him/her an annual housing allowance of (.....) Saudi Riyals and a furnishing allowance of (.....) Saudi Riyals paid only once at the beginning of contracting.

3. The duration of this contract is ..... day ..... Month ..... year, ending at the end of day ..... / ..... /14..... H. corresponding to (..... / ..... /20..... A. D.)

This contract is automatically renewed unless one party notifies the other party in writing his/her desire to terminate the contract at least two months before the expiration date of the contract.

4. The regulations of employment of non-Saudis at the University and the changes made to them are considered a complementary part of this contract.

5. This contract is made of five copies, the first party keeps four of them and one copy is given to the second party together with a copy of the regulations of recruiting non Saudis at the University as a reference to act according to them.

6. The regulations and contract might be translated into foreign languages, when there is a difference in translation between the Arabic version and the translated one, the relied on is the Arabic version.

Type of contracting: ..... Country: .....

Place of contracting: ..... (The city where the contractee lives)

Contractee's Address: .....

**The first party**

**The second party**

Name: ..... Name: .....

Signature: ..... Signature: .....

# COLLEGE OF MEDICINE FACULTY JOB DESCRIPTION

## I. PROFESSOR

### Job Description

College of Medicine Professors should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative and community service duties.

### Academic Duties and Responsibilities

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent physicians with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e., a minimum of **10 credit hours per semester**.
3. Time allocation (after prioritizing the department needs):
  - 50-60% Teaching Activity
  - 10-20% Clinical Activity (when applicable)
  - 10% Administration and Community Service Activities
  - 20-30% Research Activity
  - Professional Development
4. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.
5. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
6. Designate regularly-scheduled "Office Hours" for advising, counseling, and mentoring the students in their academic and career pursuits.
7. Effectively supervise the students in clinical and laboratory training to enable them to enhance their clinical skills and judgment, and discuss and establish treatment plans and the effective management of their patients.



8. Support the college internship program through active participation and direct supervision of interns as assigned by the department.
9. Maintain fair and clear standards for student assessment which reflect the actual academic progress of the student.
10. Report any lack of student progress, such as academic difficulties or absence, to the course coordinator, according to the regulations adopted by the college.
11. Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.
12. Continually assess and improve knowledge and skills in teaching and assessment methodologies.

### **Research and Scholarly Activities**

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of research projects, securing competitive funding, completing the research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the college Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the college and the University when publishing scholarly activities or presenting research work that has been performed in the college/university.

### **Clinical Activities**

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean for Clinical/Hospital Affairs.
3. Provision of quality and compassionate care to the patients.
4. Completing appropriate, legible and timely documentation of clinical notes in the patient's medical record.

### **Quality Assurance Activities**

1. Familiarity with the College's Vision, Mission and Strategic Objectives.
2. Effectively contributing to the Quality Assurance Program and related areas of the Strategic Plan of the college.
3. Ensuring compliance with all University and college policies and procedures
4. Following college / university guidelines regarding faculty duties and requirements and the effective use of teaching resources.

### **Periodic Duties and Responsibilities**

1. Participate and assist in the review and evaluation of the curriculum as assigned
2. Actively participate in faculty meetings, as appropriate.
3. Participate in national and international academic conferences, skill development programs and symposia
4. Participate in the planning and implementation of department and college seminars or workshops
5. Organize, conduct and participate in Continuing Medical Education (CME) activities
6. Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.

### **Community Service:**

1. Actively participate in community service activities assigned by the college or university.
2. Consider health problems in the community for research, especially those related to the individual's area of expertise.
3. Actively promote prevention methods and other pertinent health problems in the community.
4. Actively participate in community awareness sessions and activities organized by the college or university.

## II. ASSOCIATE PROFESSOR

### Job Description

Associate Professors should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative and community service duties.

### Academic Duties and Responsibilities

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent physicians with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e., each a **minimum of 12 credit hours per semester**.
3. Time allocation (after prioritizing the department needs):
  - 50-60% Teaching Activity
  - 20% Clinical Activity (when applicable)
  - 10% Administration / Community Service
  - 20-30% Research Activity
  - Professional Development
4. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.
5. As Course Coordinator, ensure the development of course outlines, course specifications, and measurable Learning Outcomes (LO) consistent with the Program Learning Outcomes.
6. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
7. Designate regularly-scheduled “Office Hours” for advising, counseling, and mentoring the students in their academic and career pursuits.
8. Effectively supervise the students in the clinical and laboratory training to enable them to enhance their clinical skills and judgment, and discuss and establish treatment plans and the effective management of their patients.

9. Support the college internship program through active participation and direct supervision of interns as assigned by the department.
10. Maintain fair and clear standards for student assessment which reflect the academic progress of the student.
11. Report any lack of student progress, such as academic difficulties or absence, to the course coordinator, according to the regulations adopted by the college.
12. Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.
13. Continually assess and improve knowledge and skills in teaching and assessment methodologies.

### **Administrative Duties and Responsibilities**

1. Assist the Departmental Chair in planning, organization and implementation of the educational program and curriculum.
2. Designate regularly scheduled, weekly “office hours” for assigned administrative responsibilities.
3. Serve on College and University committees as assigned
4. Prepare and maintain updated Course Portfolios, submitting one copy to the Department Chair at the designated time.

### **Research and Scholarly Activities**

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of research projects, securing competitive funding, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the college. Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.

5. Appropriately indicating the affiliation with the college and the university when publishing scholarly activities or presenting research that has been performed in the college / university.

### **Clinical Activities**

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean of Clinical/Hospital Affairs.
3. Provision of quality and compassionate care to the patients.
4. Completing appropriate, legible, and timely documentation of clinical notes in the patient's medical record.

### **Quality Assurance Activities**

1. Familiarity with the college's Vision, Mission and Strategic Objectives.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the college.
3. Ensuring compliance with all university and college policies and procedures.
4. Following college / university guidelines regarding faculty duties and requirements and the effective use of teaching resources.

### **General Activities**

1. Perform all other duties assigned by the Department Chair / Vice Dean for Academic Affairs
2. Consistently maintain designated office hours
3. Ensure positive learning environment for students.

### **Periodic Duties and Responsibilities**

1. Participate and assist in the review and evaluation of the curriculum as assigned.
2. Actively participate in faculty meetings, as appropriate.

3. Participate in national and international academic education conferences, skill development programs and symposia.
4. Participate in the planning and implementation of department and college seminars or workshops
5. Organize, conduct and participate in Continuing Medical Education (CME) activities.
6. Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.

#### **Community Service:**

1. Actively participate in community service activities assigned by the college or university.
2. Consider health problems in the community for research, especially those related to the individual's area of expertise.
3. Actively promote prevention methods and other pertinent health problems in the community.
4. Actively participate in community awareness sessions and activities organized by the college or university.

### **III. ASSISTANT PROFESSOR**

#### **Job Description**

Assistant Professors should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical/ laboratory sessions, and perform Assigned administrative and community service duties.

#### **Academic Duties and Responsibilities**

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent physicians with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e. teach a minimum of **14 credit hours per semester.**

- 50-60% Teaching Activity
  - 10-20% Clinical Activity (when applicable)
  - 10% Administration / Community Service
  - 20-30% Research Activity
  - Professional Development
3. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.
  4. As Course Coordinator, ensure the development of course outlines, Course Specifications, and measurable Learning Outcomes (LO) consistent with Program Learning Outcomes.
  5. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
  6. Designate regularly-scheduled "Office Hours" for advising, counseling, and mentoring the students in their academic and career pursuits.
  7. Effectively supervise the students in the clinical and laboratory training to enable them to enhance their clinical skills and judgment, and discuss and establish treatment plans and the effective management of their patients.
  8. Support the college internship program through active participation and direct supervision of interns as assigned by the department.
  9. Maintain fair and clear standards for student assessment which reflect the academic progress of the student.
  10. Report any lack of student progress, such as academic difficulties or absence, to the course coordinator, according to the regulations adopted by the college.
  11. Comply with the evaluation schedule and all regulations pertaining to the Examination/evaluation process.
  12. Continually assess and improve knowledge and skills in teaching and assessment methodologies.

#### **Administrative Activities:**

1. Assist the Departmental Chair in the planning, organization and implementation of the educational program and curriculum.

2. Designate regularly scheduled, weekly “office hours” for assigned administrative responsibilities.
3. Prepare and maintain updated Course Portfolios, submitting one copy to the Departmental Chair at the designated time.

### **Research and Scholarly Activities**

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of research projects, securing competitive funding, completing research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the college. Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the college and the university when publishing scholarly activities or presenting research that has been performed in the college /university.

### **Clinical Activities will include:**

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean of Clinical/Hospital Affairs.
3. Provision of quality and compassionate care to patients.
4. Completing appropriate, legible, and timely documentation of clinical notes in the patient’s medical record.

### **Quality Assurance Activities**

1. Familiarity with the College’s Vision, Mission and Strategic Objectives.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the college.



3. Ensuring compliance with all university and college policies and procedures in a fair and logical manner.
4. Following college / university guidelines regarding faculty duties and requirements and the effective use of teaching resources.

#### **General Activities:**

1. Perform all other duties assigned by the Department Chair / Vice Dean for Academic Affairs
2. Consistently maintain designated office hours
3. Ensure positive learning environment for students.

#### **Periodic Duties and Responsibilities**

1. Participate and assist in the review and evaluation of the curriculum as assigned.
2. Serve on college and university committees as assigned.
3. Actively participate in faculty meetings, as appropriate.
4. Participate in national and international academic conferences, skill development programs and symposia.
5. Participate in the planning and implementation of department and College seminars or workshops.
6. Organize, conduct and participate in Continuing Medical Education (CME) activities.
7. Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.

#### **Community Service:**

1. Actively participate in community service activities assigned by the college or university.
2. Consider health problems in the community for research, especially those related to the individual's area of expertise.
3. Actively promote prevention methods and other pertinent health problems in the community.
4. Actively participate in community awareness sessions and activities organized by the college or university.

## POLICIES AND PROCEDURES FOR FACULTY PROMOTION

### **Purpose:**

The aim of this policy and procedure is to provide rules and regulations for the promotion of faculty.

### **Scope:**

This policy applies to all College of Medicine faculty

### **Reference:**

Rules and Regulations Council for Higher Education

### **Responsibility:**

- Scientific Council
- College Dean
- Department Chair
- Faculty

### **Policy:**

Staff members applying for promotion will be evaluated on the basis of the following:

1. Scientific Output.
2. Teaching.
3. University and Community Service.

### **Promotion Procedure:**

1. A request for promotion should be initiated by the candidate addressed to the chairman of the department and accompanied by the following:
  - a. A brief account of the candidate's career and qualifications.
  - b. A brief account of teaching activities.
  - c. A brief account of University and Community Service activities.
  - d. At least five copies of the candidate's scientific output and the data showing its details.

- e. Any additional information that might support the promotion application.
  - f. Any documents or information required by the Faculty Boards of the department, and the college, or the Scientific Council.
2. The Departmental Faculty Board evaluates the completeness of the application for promotion and suggests presenting it to the College Faculty Board to refer to eight specialized referees.
  3. The College Faculty Board, upon the department's recommendations, confirms assessment of the applicant's eligibility for promotion and suggests at least eight specialized referees, those nominated by the Departmental Faculty Board or others.
  4. The Scientific Council, upon the recommendations of the Faculty Board of the College and Department, evaluates the promotion application and performs the following:
    - a. Selects five referees to evaluate the candidate's research and scientific contributions. The five referees can be selected from the list provided by the College Faculty Board or others. Three of the five referees are principal referees, the fourth is a first reserve referee; and the fifth is a second reserve referee. The reserve referees will be consulted, if needed. Furthermore, at least two of the three principal referees must be external (i.e. from outside the university).
    - b. Sends the research contributions and applicant's resume, under cover of confidentiality, to the three principal referees for evaluation, according to the format prepared by the Scientific Council.
    - c. Studies carefully the reports of the external reviewers and the reports concerning the applicant's activities in teaching and university and community service, and takes a decision to promote, or, not to promote the applicant.
    - d. If the Scientific Council decides not to promote the candidate for weakness in the applicant's Scientific output, it also decides what parts of the presented research will be discarded in a future reapplication for promotion. In case of a future re-application, the minimum requirements should include, at least one new research unit in case of application to the rank of Associate Professor, and, two new research units for application to the rank of Professor.

The candidate's application is evaluated on a 100 point scale, which is composed of:

- Sixty (60) points for scientific output.
- Twenty-five (25) points for teaching.
- Fifteen (15) points for university and community service.

The University Council sets the criteria for evaluating the participation in teaching and university and community service, upon the recommendation of the Scientific Council.

A faculty member will be promoted provided his/her total is not less than 60 points: of which at least 35 points should be in scientific output for promotion to the rank of Associate Professor; and at least 40 points in scientific output for promotion to the rank of Professor. Moreover, promotion to the rank of Associate Professor should be based on majority recommendation of the three external referees. Promotion to the rank of Professor must be based on unanimous recommendation of the three external referees; in case only two referees recommend promotion, the opinion of a fourth referee is sought, and, it will be final.

The minimum scientific output required for staff member promotion includes the following:

1. Papers published, or accepted for publication in internationally recognized refereed journals. The University Council sets the criteria for accepting the refereed journals.
2. Refereed papers presented in scientific and specialized conferences and symposia, published or accepted for publication; a *maximum* of *one* unit is accepted.
3. Refereed papers published, or accepted for publication from specialized university research centers.
4. Refereed university textbooks and scientific reference books; a *maximum* of *one* unit is accepted.
5. Refereed authentication reviews of rare books; a *maximum* of *one* unit is accepted.

6. Refereed translations of specialized scientific books; a *maximum of one* unit is accepted.
7. Books and research published by scientific societies/authorities approved by the Scientific Council; a *maximum of one* unit is accepted.
8. Inventions and innovations that have patents from recognized patent agencies approved by the Scientific Council.
9. Distinguished creative activities according to a basis recommended by the Scientific Council and approved by the University Council; a *maximum of one* unit is accepted.

In determining the minimum number of units, published or accepted for publication in specialized refereed journals, required for staff member promotion to the rank of Associate Professor, a minimum of one unit is required, and to be promoted to the rank of Professor, a minimum of two units is required.

It is to be ascertained that the staff member's scientific output submitted for consideration must have been published or accepted for publication in more than one publication channel and not all channels are associated with one single university or a single scientific institution.

The minimum scientific output required for staff member promotion to the rank of Associate Professor is four published or accepted for publication units; two of these units, at least, must be single authored. Exceptions to single authorship in some fields are determined by the University Council on the recommendation of the Scientific Council. However, published material should not be less than one unit.

The minimum scientific output required for staff member promotion to the rank of Professor is six published or accepted for publication units; three of these units, at least, must be single authored. Exceptions to single authorship in some fields are determined by the University Council on the recommendation of the Scientific Council. However, published material should not be less than one unit.

A scholarly work is to be counted as "1 unit" if it is single authored; "1/2 unit" if it has two authors. If the research was carried out by more than two individuals, it will be regarded as "1/2 unit" for the principal author and "1/4 unit" for each

of the others. If another collective work is considered for promotion, then it will count as “1/4 unit” for each researcher.

It must be ascertained that scientific output required for staff member promotion submitted for consideration is not extracted from the candidate’s MS-thesis, PhD-dissertation, or previous publications. In case the Scientific Council finds that some of the submitted publications were extracted from the candidate’s MS thesis, his PhD dissertation, or from his/her previous work, the candidate will be denied consideration for promotion for one year, effective from the date of the Scientific Council’s decision.

The promotion referees must hold the rank of Professors. In case of promotion to the rank of Associate Professor, one of the referees could be an Associate Professor.

The promotion of a staff member is effective from the date of the decision of the Scientific Council. However, his/her promotion to an equivalent position is considered from the date of the executive decision whenever a vacant position is available for his/her promotion to it.

## POLICY AND PROCEDURE FOR FACULTY GRIEVANCE

### **Purpose:**

The aim of this policy is to provide a fair, internal process for resolving employment-related disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this policy are intended to be used only when matters cannot be resolved informally.

### **Scope:**

This policy applies to all faculty or academic staff members and administrators.

### **References:**

Council of Higher Education articles 82-91

### **Responsibility:**

1. Dean, College of Medicine
2. Vice Deans
3. Department Chairs
4. Faculty
5. Administrative Staff

### **Definitions:**

1. Grievance: A written complaint filed by a faculty or academic staff member against a faculty member and or an administrator of the College / University alleging a violation of University / College policy or established practice e.g. improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to the conditions of employment or to other circumstances giving proper grounds for complaint.
2. Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, lecturer or instructor.
3. Administrator: A person appointed as the head of an administrative unit, director, department chair, dean, or separately reporting director.
4. Policy: A written statement of principles and procedures that govern the actions of faculty, academic staff, and administrators, including written rules, bylaws, procedures, or standards.

5. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit which are usually unwritten but of long-standing duration, and for whose existence the grievant can offer evidence.

6. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

**Policy:**

- The Faculty Grievance Policy is designed to provide due process for faculty members. This policy will apply anytime a grievance is filed by a COM faculty member against a faculty member or an academic administrator / administrator where no other COM policy is appropriately applied.
- Grievances may include work assignments, work schedules, working conditions, annual evaluations, or the interpretation or application of a rule, regulation, or policy.
- The formal procedures described herein are intended to be used only when matters cannot be resolved informally. A faculty or academic staff member who feels aggrieved should first seek an informal resolution at his/her department level before filing a formal grievance to the college Dean under this policy.
- If a member of the committee is involved with the grievance or may have a conflict of interest with hearing the case, the member is expected to excuse him / herself from the committee for the duration of the case.
- On proper request for a complaint / hearing, the College Dean shall establish an ad hoc committee of five persons with appropriate expertise and without bias or direct interest in the outcome and to adhere to hearing procedures assuring a full and impartial hearing strictly on the merits of the cases. The committees shall comprise of
  1. Vice Dean (assigned by the Dean)
  2. Chair / head of one department (other than complainant's department)
  3. Representative from Vice Deanship for Quality and Development
  4. Two COM faculty members (other department)
- The Dean shall designate one member of the committee to act as chair. The grievant or accused shall have the right to challenge committee appointments supported by adequate grounds. The challenged member shall be excused if



the Dean finds adequate justifiable evidence. He shall then appoint replacements for the member excused.

- The Committee shall review and evaluate grievances brought forth by a faculty member and shall submit a recommendation concerning the grievance to the Dean. The Committee is intended to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and administrators.

**Procedure:**

1. To initiate a formal grievance, the employee shall present the grievance in writing to his or her supervisor within seven calendar days from the date of the action that is the subject of the grievance. The employee's statement of complaint must include the employee's recommendation(s) for resolution of the grievance. Relevant documents or any other information pertinent to the matter should also be provided. Once the grievance has been committed to writing, it cannot be changed.
2. Immediate supervisors and department heads must respond to the employee in writing within seven calendar days of receipt of the grievance.
3. If an employee's immediate supervisor is the subject of the grievance, the employee may file the grievance in writing directly with the chair of the committee.
4. Once received by the committee, the process is as follows:
  - Hearings shall be scheduled as expeditiously as possible with due regard for the schedule of both parties. On the rare occasion when a party fails to respond to repeated attempts (not more than one week) to schedule a hearing or unreasonably delays the scheduling of a hearing, the Grievance Committee will schedule the hearing for the first date available to the panel members and the other party.
  - The Grievance Committee shall convene the hearing panel and shall be present during all formal proceedings. The Grievance Committee shall provide written notice of the time and place of the hearing, the names of counsel, the names of any witnesses, and copies of any documents submitted by the parties and deemed relevant by the Grievance Committee, to each party at least seven days before the hearing.

- The hearing shall be conducted in good faith and must be completed within 14 calendar days unless the Grievance Committee determines that an extension of time is necessary.
  - All hearings shall be recorded. A party may request and obtain a copy of the recording from the Grievance Committee.
  - Hearings shall be closed unless the parties agree otherwise.
  - The privacy of confidential records used in the hearing shall be respected.
  - All parties may present their cases in person and may call witnesses on their behalf. The names of witnesses must be provided to the Grievance Committee at least seven days prior to the hearing date.
  - A party may elect not to appear, in which event the hearing will be held in his or her absence.
  - All parties are entitled to counsel of their choice. The name of counsel must be provided to the Grievance Committee at least seven days prior to the hearing date.
  - Any party or counsel shall be entitled to ask pertinent questions of any witness or the other party at appropriate points in hearings. The grievant bears the burden of proving that there has been a violation of policy or established practice. A hearing panel shall decide whether the evidence supports the allegations made by the grievant.
  - The Grievance Committee shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the Grievance Committee, who shall forward them to the grievant, the respondent, their counsel, and the appropriate supervisor.
5. If the grievance is not satisfactorily resolved by the Committee or if the employee does not receive a response in accordance with the timelines outlined in this policy, the employee may submit a written response stating why the decision is unacceptable to the following persons in the order listed:
1. Department head
  2. Concerned Vice Dean
  3. Dean
6. Failure to respond to the employee within the time limit allows the grievant to automatically submit the grievance to the next higher appeal level.

7. All records and information related to grievance proceedings shall be kept confidential to the degree permitted by law. The Grievance Committee, parties to the grievance and other relevant administrators and faculty (including witnesses, presiding officers, and panel members) shall respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

## **COUNCIL OF HIGHER EDUCATION - GENERAL SECRETARIAT POLICIES ON DISCIPLINE**

### **Article 82**

A disciplinary committee for staff members, and their equivalent, is formed by a decision from the President of the University, as follows:

1. One Deputy President, as chairman.
2. A Dean other than the one that investigates, as a member.
3. A staff member with a rank not less than Professor, as a member.
4. One of the specialists in Shari'ah or regulations, as a member.

### **Article 83**

Taking into account the regulations of staff discipline, one of the Deans, appointed by the President of the University, investigates a staff member directly, if he/she fails to perform his/her duties. The Dean reports to the President of the University the results of the investigation who transfers the investigated member to the disciplinary committee, if necessary.

### **Article 84**

The President of the University may suspend the work of a staff member, and his/her equivalent, for investigation, if necessary. The suspension period must not be more than 3 months, unless with a decision from the disciplinary committee. Suspension period or periods might be extended once or more, based on the investigation circumstances. However, suspension period should not be more than one year each time.

### **Article 85**

The suspended staff receives 50% of his/her basic salary. If he/she is innocent or penalized by other than termination, he/she receives the rest of his/her salary. If he/she is penalized by termination, he/she will not need to pay back what he received, unless the disciplinary body decides otherwise.

#### **Article 86**

The President of the University notifies the staff member, and his/her equivalent, who is referred to the disciplinary committee, with the accusations and a copy of the investigation report by a registered letter at least 15 days before the trial session date.

#### **Article 88**

The disciplinary committee reviews the referred case as follows:

1. The secretarial tasks of the committee are carried out by an employee selected by its chairman.
2. The committee holds its meetings by invitation from the chairman. The investigated staff member is notified in writing by a registered letter to be present before the committee to listen to his/her statements and defense.
3. The committee holds meetings in the presence of the investigated staff member or his representative. If he/she or his/her representative did not attend the meeting, the committee reviews the case and completes the investigation steps confidentially. The committee may listen to witnesses, when necessary.
4. The disciplinary committee decides by a majority of vote, and its meetings will not be valid unless all of the members attend the meeting. The committee presents its decisions to the President of the University, attached with the case file, within not more than two months from the referral date. If the President of the University does not approve the committee's decision, the decision will be returned to the committee. If the committee insists on its decision, the matter will be raised to the University Council which gives the final decision.
5. The President of the University notifies the investigated staff member, and his/her equivalent, with the committee's decision, once it is issued, in writing by a registered letter.

6. The staff member, and his/her equivalent, may contest the decision by a letter presented to the President of the University within 30 days from the date of being notified of the committee's decision, unless the decision is final. If the contest is received before the due date, the President of the University returns the case to the disciplinary committee for a new review. If the committee insists on its decision, the matter will be raised to the University Council, which gives the final decision.

#### **Article 89**

Taking into account the rules of Article 32 of staff discipline regulations, the disciplinary penalty to be inflicted on staff members, and their equivalent, are:

1. Warning.
2. Blaming.
3. Salary deduction of no more than the basic salary of three months and the monthly deduction should not exceed third of the basic salary.
4. Prevention from one periodical increment.
5. Postpone of promotion for one year.
6. Exclusion from academic work, and, assigning to another work for a maximum period of five years. The exclusion period is not included in the duration counted for promotion.
7. Termination.

#### **Article 90**

No impact of the disciplinary proceeding on other legal proceedings arising from the same incident.

#### **Article 91**

The President of the University might warn the staff member, and his/her equivalent, who breaches his/her duties orally, or, in writing. He might inflict both penalties of warning and blaming on the staff member after investigation, and, listening and writing his/her statements and defense. The decision of President of the University in this case is reasoned and final. Based on the information from the heads of departments, or, on their own observations, the Deans should notify the President of the University of Staff Members, and their equivalent, who are in breach of required duties or any other violations.

## POLICIES AND PROCEDURES FOR CONFLICT OF INTEREST

### **Purpose:**

The purpose of this policy is to ensure that administrators, faculty, and staff of the College avoid “conflict of interest” with respect to the affairs of the College and the University. This policy provides guidance for all faculty and staff when considering potential conflicts of interest, as it is their responsibility to disclose these issues. The College is committed to operating in an ethical and legal manner, and in compliance with all government statutes and University policies. Faculty and staff are urged to either avoid or disclose interests and activities that may conflict with the proper discharge of their official duties.

### **Scope:**

The policy applies to all College of Medicine faculty, staff, and students.

### **References:**

Rules and Regulations of Council of Higher Education

### **Responsibility:**

- Dean, College of Medicine
- Vice Deans
- Department Chairs
- College of Medicine Faculty
- Administrative staff
- Interns and Students

### **Annual Disclosure:**

All administrators, faculty, and staff of the College of Medicine will annually sign a Statement of Disclosure/Conflict of Interest, and will excuse themselves from all activities that are related to conflicting issues.

### **Gifts:**

Faculty and staff should report all proposed and received gifts to their immediate supervisor. The supervisor will communicate directly with donors and will refer questions to the College Dean. Specific guidelines on gifts and

donations are mentioned in article 48 of the Rules and Regulations for Financial Affairs of University.

## **RULES AND REGULATIONS OF COUNCIL OF HIGHER EDUCATION**

### **Article 48**

The University Council may accept donations, grants, bequests and endowments. It may also accept conditional donations for special purposes that do not violate the University main objective.

These donations are deposited into an independent bank account to be spent on specified purposes according to the following rules:

1. These donations must be deposited into an independent bank account with the Saudi Arab Monetary Agency or any local bank and transferred over yearly.
2. Assets are valued as soon as they become possessions of the University.
3. All donations, grants, bequests and endowments inheritances are registered in a special registry.
4. Spending from donations, grants, bequests and endowments is subject to these rules:
  - a. If the donation, bequest or endowment is in cash or an asset and the donator specifies how to use it, it must be fulfilled according to his request.
  - b. If the donation, bequest or endowments is in cash or an asset and the donator does not specify how to use it, the University Council has the right to specify other ways of spending.
  - c. Spending from the independent bank account is subject to possession of official documents and should be supervised by the auditor.
    - The University president can spend up to one million riyals. If any amount above one million is required, the approval of the University Council is necessary.
    - The auditor regularly monitors and reviews the donations, grants, bequests and endowments and the independent bank account, and reports on them.
    - The auditor must make sure that all the donated estates and materials are registered in the University records according to the accounting rules and report them.

### **Vendor-Sponsored Events:**

Prior to planning or attending a vendor-sponsored program, faculty and staff will need to consider if it may constitute a violation of the applicable government ethics statutes, including any “anti-kickback laws”. Faculty and staff are urged to contact their immediate supervisor for advice on this matter.

#### **Personal Use of University/College Resources:**

Faculty and staff are responsible for protecting University and College resources, including but not limited to: property, personnel, time, equipment, vehicles, computer software, trademarks, and intellectual property. Limited personal use of University and College resources may be permitted under certain conditions. Faculty and staff are urged to contact their immediate supervisor with specific questions or concerns regarding use of University / College resources.

#### **Lobbying:**

Under no circumstances shall University or College resources may be used for lobbying or promoting or opposing an initiative under consideration by the government / university administration. This prohibition includes the use of employee work time to engage in these activities.

#### **Continuing Medical Education (CME) Program**

CME programs at the College of Medicine are to be strictly educational and non-promotional.

1. At the start of the program, CME faculty will formally disclose any potential conflicts of interest. (Conflicts of interest can include stock ownership, current or past employment, paid consulting services, paid speaking engagements, membership on advisory boards, or funded research activities.)
2. CME faculty will base their presentations on contemporary scientific evidence and / or proven clinical efficacy, and will include any limitations on scientific data.
3. Wherever possible, CME faculty members are encouraged to use generic names whenever specific products are discussed, and include a balanced discussion of competing therapies.
4. CME programs are to be created and presented in a manner that is independent from the promotional influences of any commercial entities.



5. CME faculty will separate commercial product displays from the classrooms or learning areas and formally disclose to all participants any sponsorship received for the CME programming.
6. CME faculty will provide opportunities for dialogue and debate, as appropriate, during CME programs.

# **Policies and Procedures for Academic Affairs**

## POLICIES AND PROCEDURES FOR STUDENT ADMISSION

### **Purpose:**

This Policy and Procedure aim to facilitate students with all administrative aspects of their application and study at the College of Medicine.

### **Scope:**

This procedure is applicable to new applicants/students for MBBS program.

### **References:**

Council of Higher Education

### **Responsibility:**

- University Council
- Deanship of Admission & Registration.
- Dean College of Medicine.
- Vice Dean for Academic Affairs.

### **Procedure:**

Based upon the recommendation received from the College Councils, and, the other concerned bodies of the University, the University Council determines the number of new students to be admitted in the following academic year.

### ***General Requirements:***

An applicant for admission to the university must satisfy the following conditions:

- He should have the secondary school certificate, or its approval equivalent from inside or outside the Kingdom of Saudi Arabia.
- Have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the University Council may waive this condition, if the applicant has a satisfactory explanation.

- Have a record of good conduct.
- Successfully pass any examination or personal interviews as determined by the University Council.
- Be physically fit and healthy.
- Satisfy any other conditions the University Council may deem necessary at the time of application.
- Admission is granted to applicants who satisfy all admission requirements, and is based on the applicant's grades in the secondary school examinations, the interviews and admission examinations, if any.

### **Admission Requirements for the Health Cluster**

- The student shall be Saudi, or of a Saudi mother.
- He/she should have obtained the Saudi high school certificate or its equivalent in the current year or the previous year.
- The student should have applied for the general abilities and grades Exams organized by the National Center for Assessment in Education.
- The student should pass the professional fitness test of the university hospital in Khobar.
- The student should not have a current or former student record at the University of Dammam.
- The student should not have been enrolled or admitted to another Saudi university.

### **Admission To Preparatory Year:**

- Students get admission into the preparatory year based on the cumulative score (UOD score) comprising Grade Point Average (GPA) of high school, General Aptitude Test (GAT) and Scholastic Assessment Test (SAT) exam in which the weightage for each of these is 30, 30 and 40 percent respectively.
- Students have an option at this stage to choose between scientific track and literature track. Within the scientific track a total of around 900 students enter into health track each year. This number of students is basically a cumulative sum of what is proposed by each individual college within the health track.

- Relevant information related with this is made available to the students and their parents in the form of printed brochures, all the required details are also made available on the E-learning Portal, which the students can easily access at: <https://admit.uod.edu.sa>.
- After completion of the preparatory year in health track, the students can obtain admission into any of the following health related fields i.e. Medicine, Dentistry, Clinical Pharmacy, Nursing, Applied Sciences and Public Health, depending upon their merit.
- A student who completes all subjects in the preparatory year, with a minimum GPA of 3/5 is eligible to obtain admission in any of the health cluster colleges in UOD
- Students who fulfill the minimum criteria of 80% marks (grade B) in each of the following subjects, Biology, Chemistry, Physics and English are eligible to apply for admission into the College of Medicine
- Out of all the students fulfilling this basic pre-requisite, the top 120 males and 100 females get admission into the College of Medicine.
- In addition to the above, at the time of admission into the medical college an interview is also conducted to evaluate the student's psychological and physical fitness.
- The admission into respective colleges is done by the Deanship of Admission and Registration (DAR) in coordination with the respective college along with the final approval of the university council.

### **Filling the Electronic Form**

- For Filling in the electronic admission form, the University requires that all male and female students sit for the general abilities and grade exams of all programs.
  - The admission form is to be filled as per the instructions specified in the electronic admission portal of UOD and according to the following sequence:
1. Enter ID number, which is the user name, as follows:
    - Saudi applicants should enter numbers of their Civil Affairs documents.
    - Applicant from a Saudi mother only should enter the number of his/her valid residence permit.

- Applicants who have Five-year card should enter the number of their valid residence permits or their computer numbers registered in the Ministry of Interior. If they are nominated for admission, then the nomination will be submitted for the Ministry of Education for final approval.

2. The applicant should complete all required data, including determination of desires:

- Admission for the health, engineering and science clusters will be in the programs of the preparatory year in accordance to the clusters specified for each of them.
- Admission for the two colleges of Nursing and Public Health will be under the name of "Health Cluster for the Colleges of Nursing and Public Health".
- Admission for the remaining colleges of health (Medicine, Dentistry, Applied Medical Science, and Clinical Pharmacy) will be within a cluster named "Cluster of the Remaining Health Colleges".

3. To apply candidate should access the web page: [submit new application](#)

### **Post Nomination Procedure**

Upon nomination for admission, the applicant should access the system and follow the hereunder mentioned steps:

- Agree on the undertaking that he/she has not been admitted to another university.
- Agree on the undertaking that UOD has the right to cancel the admission application if it is proved that the applicant is already admitted to another university.
- Fill in the required personal and other data.
- Agree on the undertaking of completing all admission requirements of UOD. This means you have booked your seat in UOD and your case will be updated in the data base of the Ministry of Education.
- Agree on the electronic undertaking.
- Print out the admission notice, which include the professional fitness test of the health cluster.
- The age of students from Saudi mothers should be in the range of 17-25 years and they should submit through the admission review system a PDF

copy of a valid residence permit + a copy of the birth certificate within maximum 24 hours from completing the application

### **Admission Cancellation**

Admission will be cancelled in case of providing false information in the application form or noncompliance with the admission terms and conditions.

### **Withdrawal from Admission:**

The Student admitted to the College of Medicine of UOD may withdraw from admission within the specified period by accessing his/her account on the admission system and agree on the withdrawal undertaking. Then he/she could print out the signed and stamped discharge form. The student does need to come personally to the university campus for more procedures.

### **General Provision**

- Applying for admission should be in the specified period.
- The admission application should be through the admission portal in the university website: [www.uod.edu.sa](http://www.uod.edu.sa)
- It is not allowed to apply for admission to the University beyond the specified period, nor through any way other than the University's website.
- All the required data shall be entered, and the student can edit mistakes in the secondary grades or capacity or the final exam by accessing the admission review system in the portal of electronic admission.
- Students have six admission opportunities, so they should carefully prioritize their interests (first interest should be on top and the last interest should be on the bottom). Students can enter less than six opportunities, according to their interest.
- Students should make sure that interests are listed according to priority because this order of arrangement would be «final» after the end of the submission period, according to the plan announced time.

### **Stage of Announcement of Results**

- Applicants for the university in the past years were five times the capacity of the university. Therefore, the student's nomination for admission is

subject to a competition based on differentiation of percentages that come out of the following equation:

30% of the cumulative average for the secondary school certificate +30% of the capacity exam +40% of final exam.

- Communication between the student and the university is through the website of the university. To know the latest news students must regularly access the University's website.
- If there is any query students can ask through the admission system or communicate with direct support (help desk).
- Upon nomination for admission of any batch, students should complete the electronic admission procedures and then print admission notice procedures to avoid cancellation of admission. No need to send documents via Express Mail.
- If nomination for admission is less than the first interest and the candidate has ended electronic admission procedures during the specified period, the system will automatically enlist the candidate in the upper interests in all coming batches. No need to activate application.
- All admission procedures are conducted electronically, when the nomination of admission does not need to send a certificate via EMS.
- Communication between the university and the student is conducted electronically through the admission review system and direct support (help desk).



## POLICIES AND PROCEDURES FOR NEW STUDENTS ORIENTATION

### **Purpose:**

The purpose of the New Students Orientation Policy is to establish an orientation program for the new students that describe the College and University's policies and procedures, rules and regulations and expectations to enhance the student's experience.

### **Scope:**

All new students admitted to the College of Medicine

### **Responsibility:**

- Vice Dean for Academic Affairs: responsible for effective execution of the orientation program at the College.
- Departmental Heads: responsible for providing information about courses of their department.
- Dean of Student Affairs-UOD: will have the responsibility of introducing new students to the university activities and student clubs.
- Dean of Admission and Registration Deanship-UOD: will have the responsibility of defining services offered by the deanship.
- Dean of Library Affairs-UOD: will have the responsibility of introducing new students to the library services.
- Director of Information Technology Center-UOD: will have the responsibility of introducing new students to the Information Technology Services for students or the IT system used in the collage.
- Director of Center for Student Counseling and Guidance-UOD: will have the responsibility of explaining the students' needs for counseling, counseling procedures and services rendered by the Counseling Center of the University.

**Procedure:**

1. Prior to the commencement of a course, students will attend an Orientation Program designed to assist them with their transition to study in the college.
2. The orientation program is conducted through a series of short seminars presented by key staff of the Institutions. These seminars will cover course-related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.
3. Students will be provided with a comprehensive Student Orientation Package that includes all the required administrative and organizational information and documentation relating to the students enrollment.
4. The orientation program also provides an opportunity for students to meet other students and the staff of the Institutions.
5. Orientation is compulsory and students who do not attend will be required to make contact with the Vice Dean for Academic Affairs to make arrangements for an alternative orientation session.

## POLICIES AND PROCEDURES FOR PROGRAM DELIVERY

### **Purpose:**

The policy for program delivery is to ensure awareness of program and curricular specifications/ learning objectives to the department chairs, faculty, and students and to communicate any changes in a timely manner. The Vice Dean for Academic Affairs and the departmental chairs will make sure that course learning outcomes (LOs) are consistent with the program learning outcomes (LOs) and National Qualification Framework (NQF).

### **Scope:**

The policy applies to the College of Medicine Bachelor Degree Program

### **Reference:**

EEC-HES standards, Program Specification

### **Responsibility:**

- Dean, College of Medicine
- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Vice Dean for Quality and Development
- Department Chairs

It is the responsibility of each Department Chair to ensure that the department's faculty are:

- Aware of program specifications and LOs
- Familiar with the necessary requirements for a student to graduate
- Familiar with NQF and National Commission for Academic Accreditation and Assessment (EEC-HES) formats for course portfolio, course specifications, and course reports.

Course coordinators should be familiar with the:

- Teaching methodologies at the College
- Policies and procedures implemented in the college and particularly those related to Academic Affairs.

## **Procedure:**

### ***A. Planning and Scheduling of Courses***

The courses are scheduled in two semesters

1. Vice Dean for Academic Affairs (VDAA) will prepare the list of courses for each semester and incorporate them into the teaching schedule.
2. VDAA will forward the tentative teaching schedule to the Vice Dean for Clinical Affairs and the Department Chairs for review and suggestions and then finalization by the VDAA.
3. The agreed and approved teaching schedule will be signed by the VDAA and posted on the appropriate college bulletin board for viewing by faculty, staff, and students.

### ***B. Selection of Course Coordinators:***

1. Course Coordinators are nominated by each department chair and are approved by the department board.
2. The Course Coordinator has the following duties:
  - Preparation of the course specification as outlined by EEC-HES.
  - Align course specifications and learning outcomes with those of the program and NQF.
  - Discuss course specifications among the faculty and staff that are involved in teaching the course and get approval by the departmental board well before the academic year begins.
  - Monitor the course throughout the semester to ensure that all of the learning outcomes are being achieved.
  - Provide the approved course specification and the final course report to the Vice Dean for Academic Affairs through departmental chair at the conclusion of course. The vice dean will forward it to the office of the Vice Deanship for Quality and Development
  - Timely report cases of students' academic difficulty to the appropriate student advisors.

### ***C. Course Specification:***

1. The course director prepares the Course Specification at the beginning of the semester.

1. After the final examination, the completed course portfolio should be submitted to the department chair for review and approval.
2. The original Course Specification is to be maintained in the department, with a copy filed with the office of the Vice Deanship for Quality and Development.
3. The course coordinator updates the Course Specification with new teaching material and documents during each semester in which the course is taught.
4. While updating the Course Specification, all additions or deletions must be mentioned therein with proper justifications.

#### ***D. Registration:***

1. The Deanship for Registration and Admission at the University of Dammam announces the dates for course registration.
2. After consulting with their academic advisors, students will make online registration for the desired courses.
3. Students may withdraw from any registered course before the end of the eighth week of the semester, provided that their total number of remaining credithours is not less than 12.
4. Students may withdraw from all of their registered classes before the end of the tenth week of the semester.

#### ***E. Scheduling of Examinations:***

1. The Examination and Assessment Committee will prepare a preliminary draft of the schedule of assessments, including continuous assessments and final examinations.
2. Department Chairs will also provide feedback regarding the proposed schedule.
3. The Examination and Assessment Committee will consider the feedback and suggested changes and modify the schedule as appropriate.
4. The Vice Deanship for Academic Affairs and the Vice Deanship for Clinical Affairs will publish the final version of the assessment schedule at the beginning of the academic year.

#### ***F. Announcement of Course Grades:***

1. Course coordinator:
  - Notifies students of grades earned in the continuous assessments within 7-10 days following the exam.
  - After the grades are released, students are provided feedback regarding their performance, and a list of correct answers is also provided for their review.
  - Final exam grades and final course grades cannot be announced to students until they have been formally approved by the Department Chair, the Vice Dean for Academic Affairs, and the College Faculty Board.
2. Vice Dean for Academic Affairs:
  - After approving the final course grades, will submit them to the Dean and College Faculty Board for formal approval.
  - An identical process is followed for the finalization and announcement of grades for continuous assessments.

### ***G. Monitoring and Evaluation:***

The delivery of courses and program is monitored through various mechanisms. These include but are not limited to the following:

#### **1. Annual Program Report:**

The Vice Deanship for Academic Affairs prepares Annual Program Report (APR) on the EEC-HES template and submits it to the College Faculty Board and the office of Vice Deanship for Quality and Development for review and monitoring of suggested improvement actions.

#### **2. Course Report:**

At the end of the semester, all course coordinators will prepare course reports on EEC-HES template that includes an evaluation of the course and any suggestions for improvement. All course reports are submitted to the office of VDAA for review.

#### **3. Quality Evaluation Surveys:**

The Vice Deanship for Quality and Development at the College, in collaboration with the Deanship of Quality and Academic Accreditation at the University, will

conduct a series of student surveys to assess the quality of the program and collect their feedback. These surveys include:

- Course Evaluation Survey (CES)
- Program Evaluation Survey (PES)
- Student Experience Survey (SES)
- Student Survey of Lecturing Skills (SSLS)
- Alumni Survey
- Students Survey for Library Services

Results of these surveys are analyzed and forwarded to the college Dean, Vice Deans, Departmental Heads and concerned course coordinators for their information, feedback and any suggestions for further improvement in the course and program, which are included in the course reports and annual program report.

## POLICIES AND PROCEDURES FOR TEACHING METHODOLOGIES

### **Purpose:**

The College of Medicine has adopted a variety of teaching methodologies for delivery of the curriculum, aligning these to achieve the defined learning outcomes of the courses and program

### **Scope:**

The policy applies to the college of medicine bachelor program

### **Responsibility:**

- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Department Chairs
- Faculty

### **Procedure:**

1. College of Medicine faculty members are responsible for utilizing contemporary and innovative teaching methods, which enable their thorough preparation for teaching and preparing students for their future profession.
2. Faculty and staff are expected to meet students' diverse learning styles and expectations by ensuring the availability of contemporary resources and an appropriate learning environment to achieve the defined learning outcomes.
3. Course descriptions must be distributed to students at the beginning of each semester.
4. Teaching methodologies should enable the transfer of foundation knowledge to the student to facilitate achieving learning outcomes.
5. All teaching methodologies should be tailored to allow progressive reinforcement of foundation knowledge in the curriculum, while minimizing unnecessary redundancy.



6. Teaching methodologies should work collaboratively so that information is structured in a way that demonstrates relationships between key concepts.
7. Teaching methodologies used for each course should incorporate a horizontal integration to facilitate achievement of the learning outcomes.
8. Teaching methodologies used for each course should incorporate a vertical integration by linking to other types of learning experiences in the curriculum e.g. small group discussions, clinical demonstrations, etc.

### **Teaching Methodologies:**

#### **1. Interactive Lectures:**

Fifty minutes PowerPoint Presentation during which the instructor delivers information by asking questions and providing feedback on their responses.

#### **2. Small Group Discussions:**

The students are divided into small groups, with each group assigned a certain task which may include a clinical scenario, or other exercises.

#### **3. Laboratory Demonstrations:**

The instructor demonstrates procedures to the students in step-by-step fashion, and students are subsequently expected to duplicate the procedure at the acceptable level of performance.

#### **4. Clinical Rounds:**

The instructor discusses and demonstrates the presentation, physical signs, investigations, and management of clinical cases, beginning with simple cases and progressing to cases that are more complicated.

#### **5. Assignment-Based Learning:**

Assignments that are predetermined in the course syllabus are distributed among the students either individually or in groups. The instructor explains and discusses the outline of each assignment with each group of students, who are expected to complete the assignment within a predetermined period of time. After evaluating the completed assignments, the instructor gives feedback to each individual or each student group.

#### **6. E-Learning:**

Some courses are delivered partially online using Blackboard Learning Management System. Each e-course includes the syllabus, the power point presentations for the lectures, the assignments, suggested questions and answers.

## POLICIES FOR MONITORING STUDENT PERFORMANCE AND PROGRESS

### **Purpose:**

This policy aims at providing reasonable and effective guidance to monitor student progress and provide timely interventions when corrective action is needed to ensure the achievement of expected learning outcomes.

### **Reference:**

EEC-HES Standards

### **Scope:**

College of Medicine students

### **Responsibility:**

- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Department Chair
- College of Medicine Faculty
- Student

### **Procedure:**

1. Student progress and achievement are evaluated through a variety of measures, including written and oral examinations, practical examinations, evaluation of clinical competencies, and course assignments.
2. Students must attain a minimum GPA of 2 in order to be considered for graduation, and they also must complete required experiential experiences in a variety of disciplines.
3. The Vice Dean for Academic Affairs reviews student grades and course progress and makes an assessment of each student's achievement and personal conduct at the conclusion of each academic semester (or more often if determined by the committee). Recommendations regarding student academic status and promotion are made by the student's academic advisor.

4. A 2 GPA is required for promotion to the following academic year, and all required prerequisite coursework and specified competencies must be successfully completed.
5. Students are expected to demonstrate professional behaviors in addition to succeeding academically. The student code of conduct contains specific guidelines for these expected behaviors. Students can be dismissed from the College for professional, ethical, disciplinary, and/or academic reasons.
6. Students must complete their clinical responsibilities with discretion and must display concern for the dignity and importance of each patient.
7. Course coordinators will contact the student's academic advisor if there is evidence that the student is experiencing difficulty with a course.
8. The academic advisor and Course coordinator will coordinate a schedule of remedial activities: personal tutoring, extra sessions, assignments, etc.
9. If the problem continues, the student's advisor will notify the Office of the Vice Dean for Academic Affairs.
10. The responsibility for reviewing each student's overall performance, including final grades and clinical progression, rests with the Vice Dean for Academic Affairs who is responsible for making the following recommendations: promotion to the next academic year; remediation of failed courses; repetition of the entire academic year; academic probation; suspension, and if appropriate, dismissal from the College of Medicine.

#### **Procedure for appealing academic decisions:**

The office of the Vice Dean for Academic Affairs offers the following specific information on the process of appeal for an academic decision: (suspension, repeat of a year, or dismissal):

1. After receipt of notification, a student has 10 business days to submit a letter stating the intent to appeal a decision of the Vice Dean for Academic Affairs.
2. Once notice for the intent to appeal has been received by the office of Academic Affairs, the Vice Dean of Academic Affairs will arrange an appeal hearing as soon as possible but no longer than 30 days after receiving notice.

3. Once the notice for the intent to appeal has been received by the office of Academic Affairs or the Vice Dean for Clinical Affairs, the student may continue to attend classes with their originally assigned class.
4. Once the date of the appeal hearing has been established, the student will be notified at least three (3) days in advance, and must confirm attendance at least 24 hours in advance. If the student cannot attend the appeal hearing, the Vice Dean for Academic Affairs or the Vice Dean for Clinical Affairs may conduct the meeting without the student present.
5. The student may bring a support person to the meeting with him/her such as a parent, a faculty member, a fellow student, etc.
6. The student will be advised as to the decision of the Vice Dean for Academic Affairs or the Vice Dean for Clinical Affairs as soon as possible following the deliberations and decision of the committee.
7. The decision of the Vice Dean for Academic Affairs or the Vice Dean for Clinical Affairs on the student's appeal will be considered final. Further review within the University is available only through an academic grievance filed according to published University procedures.

## **Probation, Suspension and Dismissal**

### **A. Probation**

Students are expected to maintain satisfactory academic progress toward graduation. Any student not making satisfactory academic progress may be placed on academic probation upon recommendation of the Vice Dean for Academic Affairs or the Vice Dean for Clinical Affairs. Exceptions may be made in cases where regulations may be working to a student's educational disadvantage.

1. A minimum cumulative GPA of 2 which must be maintained throughout the program to be considered for graduation from the program.
2. If a GPA below 2 minimum is achieved, or if the student earns an "F" grade in a course, the student is placed on probation with specific requirements that must be fulfilled. The student remains on probation until the course with the "F" grade is successfully remediated.
3. A student will be placed on probation if either the semester GPA or the cumulative GPA falls below 2. A student will remain on probation until both the semester and the cumulative GPA are 2 or above. A student will remain on probation if the semester GPA falls below 2, regardless of whether the cumulative GPA is above 2. A student may be suspended or

dismissed, as determined by the vice dean for academic affairs if, while on probation, (1) the cumulative GPA falls below 2; (2) the student receives a failing grade; or (3) the semester GPA falls below 2 for two consecutive semesters.

4. A student on probation must successfully complete all requirements for academic performance developed by the Vice Deanship for Academic Affairs and the Vice Deanship of Clinical Affairs. If the student meets the requirements for academic performance and the semester and cumulative GPA are at least 2, the student may be removed from probation. If the requirements are met but the cumulative GPA is still less than 2, the student will remain on probation. If goals are not met, the student may be suspended or dismissed as determined by the Vice Deanship for Academic Affairs and the Vice Deanship of Clinical Affairs.

#### **Probationary Procedures:**

1. It is the student's responsibility to be aware of his/her academic status, including the status of probation. The Vice Dean for Academic Affairs and the Vice Dean for Clinical Affairs will contact the student regarding the probationary status and requirements for the student to be removed from probation.
2. A student will normally have one probationary semester to raise her/his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.
3. If the student's semester or cumulative GPAs are below 2.0 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the Vice Dean for Academic Affairs and the Vice Dean for Clinical Affairs will decide whether to place the student on probation for a second semester or to dismiss the student from the program.

#### **B. Suspension**

When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. Following the suspension period, a

student must petition the College of Medicine in writing at least 6 months prior to the beginning of the semester he/she is expecting to return if the petition is granted, the student will be provided with a specific contract for performance.

### **C. Dismissal**

Students may be dismissed/suspended from the program for scholastic and/or professional misconduct (refer also to the section of Codes of Conduct and University guidelines for disciplinary protocols), regardless of their grade pointaverage. For expulsion and re-admission, please refer to University guidelines for Disciplinary Protocols. It may be noted that:

1. If a student is dismissed from the College of Medicine, she/he may be readmitted only upon recommendation of the University's Student Affairs Committee. Suspension has been corrected, together with convincing prospects that improved work will follow.
2. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.
3. Upon return to the College after petitioning to reenter, the student's progress will be monitored. If the student does not successfully complete the contract, he/she shall be suspended again.
4. Students may appeal suspension decisions to the Vice Dean for Academic Affairs.

## POLICIES AND PROCEDURE FOR GRADING SYSTEM

### **Purpose:**

This Policy and Procedure aims to provide guidelines and requirements for the Grading System for Students of the College of Medicine.

### **Scope:**

This procedure applies to Students of the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibilities:**

- Dean, College of Medicine
- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Faculty Board members

### **Procedure:**

On the basis of the recommendation of the Departmental Board offering the course, the College Faculty Board determines the class work score as being not less than 30% of the course final grade.

The class work score is evaluated either by:

- Oral and practical examinations, research, other class activities or some or part of all the above, and, at least one written examination. Or,
- At least two written examinations.

On the basis of the recommendation of the Departmental Board concerned, the College Faculty Board may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.

Upon the instructor's recommendation, the Departmental Board which teaches the course may allow the student to complete the requirements of any course during the next term. In such an event, the grade IC will be recorded for the student in his/her academic record. IC grades are not included in the calculation of the semester and cumulative GPA until the student obtains his/her final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPA.

Courses involving research, field work, or of a practical nature, may be excluded from some or all the above rules following a decision by the College Faculty Board and the recommendation of the Departmental Board teaching the course. The college Faculty Board identifies alternate ways to evaluate the student's achievement in such courses.

If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade. After the completion of the course, the student will be given the grade he/she has earned. However, if he/she fails to complete the course on time, the Departmental Board teaching the course may approve the assignment of an IC grade for this course in his/her record.

The grades a student earns in each course are calculated as follows:

Percentage	Grade	Grade Code	GPA (Out of 5.00)	GPA (Out of 4.00)
95 - 100	Exceptional	A+	5.00	4.00
90 - less than 95	Excellent	A	4.75	3.75
85 - less than 90	Superior	B+	4.50	3.50
80 - less than 85	Very Good	B	4.00	3.00
75 - less than 80	Above Average	C+	3.50	2.50
70 - less than 75	Good	C	3.00	2.00
65 - less than 70	High Pass	D+	2.50	1.50
60 - less than 65	Pass	D	2.00	1.00



Less than 60	Fail	F	<1.00	<1.00
--------------	------	---	-------	-------

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned as one of the following levels:

Grade	Range of Cumulative GPA	
	If out of 5.00	If out of 4.00
Excellent	4.50 to 5.00	3.50 to 4.00
Very Good	3.75 to less than 4.50	2.75 to less than 3.50
Good	2.75 to less than 3.75	1.75 to less than 2.75
Pass	2.00 to less than 2.75	1.00 to less than 1.75

- First Class Honors will be granted to graduating students who achieve a cumulative GPA of 4.75 to 5.00 (out of 5.00), or, 3.75 to 4.00 (out of 4.00).
- Second class honors will be granted to graduating students who achieve a cumulative GPA of 4.25 to less than 4.75 (out of 5.00) or 3.25 to less than 3.75 (out of 4.00).

In order to be eligible for the First or the Second Class Honors, the student:

- Must not have failed in any course at the University he/she is currently attending, or any other University.
- Must have completed all graduation requirements within a period of not exceeding the average between the maximum and the minimum limits for completing the program of study in a College.
- Must have completed not less than 60% of the graduation requirements at the University from which he/she graduates.

# POLICIES AND PROCEDURES FOR FINAL EXAMINATION

## **Purpose:**

This Policy and Procedure aims to provide a system for Final Examination.

## **Scope:**

This procedure applies to Students of the College of Medicine.

## **References:**

Council of Higher Education and the Education Evaluation Commission – Higher Education Sector (EEC-HES) standards.

## **Responsibilities:**

- Dean, College of Medicine
- Vice Dean, Quality & Development
- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Faculty Board members

## **Procedure:**

The Faculty Board of the College of Medicine has set up a committee to coordinate with the departments to organize all activities related to the final examination. This committee's tasks include reviewing mark sheets and submitting them to the relevant Committee within three days from the examination date of the course.

Faculty Board of the College of Medicine applies the principle of strict confidentiality in the procedures of the final examinations. The course instructors prepare the examination questions and submit them to the department chair.

Course instructors grade the final examination papers, and, if necessary, the department chairman may assign one or more additional instructors to

participate in the grading process. The College Faculty Board may also assign the grading process to another instructor, when the need arises.

The instructor who corrects the final examination, and records the marks obtained by the students on the designated grade list, signs his name on the grade sheet, and, has it countersigned by the department chairman.

No student is to be given more than two examinations in one day. The University Council, however, may allow for exceptions to this rule.

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Cheating, or attempting to cheat, or violating instructions and examination regulations, shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council.

If the need arises, the Faculty Board may agree to the re-grading of examination papers within a period not beyond the beginning of the next term's examinations.

Following the recommendation of the relevant Departmental Board, the College Faculty Board determines the duration of the final written examinations which, in any case, should not be less than one hour, and, not more than three hours' duration.

## POLICIES AND PROCEDURE FOR STUDENT ATTENDANCE AND WITHDRAWAL

### **Purpose:**

These Policies and Procedures aim to provide the system for attendance and withdrawal from courses for students of the College of Medicine.

### **Scope:**

Applies to students of the College of Medicine.

### **References:**

Council of Higher Education and EEC-HES standards

### **Responsibilities:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean, for Academic Affairs
- Vice Dean, for Clinical Affairs
- Faculty Board members

### **Procedure:**

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his/her attendance is less than the limit determined by the University Council. This limit cannot be less than 75% of classes and laboratory sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course and will be assigned a DN grade.

The College Council – or, whatever bodies it delegates its authority to – may exempt a student from the provisions of attendance, and, allow him/her to attend the final examination if he provides an excuse acceptable to the Council.

For such an exemption granted by the University Council, the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course.

A student who fails to attend the final examination will be given zero in that examination. In this case, his/her course grade will be calculated on the basis of the class work score he earned in the course.

If a student fails to attend the final examination of any of his scheduled courses due to circumstances beyond his/her control, the College Council, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases, the course grade will be assigned to the student after the make-up examination.

A student may be allowed to withdraw from the University for a semester and not be considered as having failed if he/she furnishes an acceptable excuse to the authorized body as determined by the University Council, during the stipulated period determined by the executive rules approved by the University Council. His/her grade in each course is then determined as W (withdrawn).

The semester is considered a part of the required duration to fulfill graduation requirements.

A student may submit an application to discontinue study in a particular semester and withdraw from one course or more, according to the executive rules approved by the University Council, provided he has an acceptable excuse.

## POLICY AND PROCEDURE FOR SUSPENSION AND INTERRUPTION OF STUDIES

### **Purpose:**

This Policy and Procedure aims to provide a system for students' of the College of Medicine for Suspension and Interruption of Studies

### **Scope:**

This procedure applies to all Students of the College of Medicine.

### **References:**

Council of Higher Education and EEC-HES standards

### **Responsibilities:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean, for Academic Affairs
- Vice Dean, for Clinical Affairs
- Faculty Board

### **Procedure**

A student may submit an application for suspension of enrollment, for reasons acceptable to the college council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his/her entire course of study at the University. Otherwise his/her enrollment status will be canceled. However, the University Council may, at its discretion, make exceptions to this rule. The duration of suspension is not considered a part of the period required to fulfill graduation requirements.

If a regular student interrupts his/her studies for one semester without submitting an application for suspension of enrollment, his/her enrollment status at the University will be canceled. The University Council, however, may

at its discretion, cancel a student's enrollment status if he/she discontinues his/her studies for a period of less than one semester.

A student is not considered to have interrupted his/her studies during the terms he/she spends as a visiting student in other universities.

## POLICIES ON ACADEMIC ADVISING AND COUNSELING

### **Purpose:**

Academic advising and counseling aims to provide students with advise on the curriculum, the study plan, the college departments, and the available student activities.

### **Responsibility:**

1. All Faculty members not performing administrative duties
2. All students from year 2 to year 6
3. The policy is administered by the Vice Dean for Academic Affairs

### **Procedure:**

In higher education institutions and professional colleges, the academic load and competition among students may result in stress and anxieties which can compromise their academic performance. There may be additional contributing factors of a personal nature which may exacerbate the academic problems. Academic counseling aims to provide students with advise on the curriculum, the study plan, the college departments, and the available student activities.

Academic counseling begins on the student's admission to the College and is maintained throughout their studies. It is an opportunity to inform students about the necessary rules and regulations concerning the program. The process of counseling assists students to view their educational experience as meaningful, purposeful, and consistent with their goals and interests. Counseling also helps students to become self-reliant and able to make significant decisions about their educational experience.

Each student will be assigned to a counselor in his/her first semester. They can find out the name of their counselor/adviser on the student bulletin board. The academic counselor is a faculty member who is responsible for detecting and solving problems encountering students during their academic years. The



academic counselor ensures that students successfully meet the requirements of their academic programs and serve as an essential support for students when they face not only academic and administrative problems but also personal problems. The academic counselor has to make sure that each student's study load should follow the internal rules and regulations of the College.

Regular contact with advisers is an important part of a successful advising relationship. New students have to meet the counselor when they arrive on campus and maintain contact as they pursue their academic career. After the approval of the academic counselor the student may add or withdraw a course or more within a specific period of time after registration. Students will also consult with the adviser to verify graduation requirements and review academic performance.

1. The office of the VDAA provides the advisor with the list of students he/she will advise throughout the academic year.
1. The advisor meets with students once per month unless more meetings are necessary.
2. Students must be notified of the date, time and place of meeting.
3. Advisors will forward a summary of those meetings to the VDAA, including recommendations for corrective action.
4. The VDAA is responsible for monitoring the performance of students who fail to attend 2 meetings with their advisor.
5. The Vice Dean for Academic Affairs reports any incidents of misconduct to the appropriate advisor.
6. Course Coordinators will report any students who are experiencing academic difficulties to the appropriate advisor.
7. The advisor will respond appropriately to these students. If the difficulties remain unresolved, a report is forwarded to the VDAA for further action.
8. At the end of the semester, the advisor will forward a summary report of all activities and interactions with students to the VDAA.

## **Academic Advising Rights and Responsibilities:**

### ***Students' Rights and Responsibilities***

1. The student has the right to an advisor and has the responsibility to learn the name and office location of the advisor early in the first semester.
2. The student has the responsibility to schedule appointments with the advisor and to keep them.
  1. If the student finds that it is not possible to keep the scheduled appointment, the student will notify the advisor before the appointed time.
  2. The student has the right to expect the advisor to thoroughly understand the university's structure and its academic policies on such things as registration, add/drop, withdrawal, and academic grievances.
  3. The student has the right to expect the advisor to be familiar with the variety of degree offerings, the procedure for referral to and the types of support services available.
  4. The student has the responsibility for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
  5. The student has the right to expect the advisor to help plan a program of study, designed through personal interaction between the student and the advisor, which reflects the student's academic background, course prerequisites, and educational goals.
  6. The student has the right to expect the advisor to create an atmosphere of openness, caring and concern so meaningful communication and trust can occur.
  7. The student has the responsibility to consult with the advisor on a regular basis, when in academic difficulty, prior to transferring to another college, or withdrawing from college.
  8. The student has the responsibility to follow through with appropriate action after the advising session.
  9. 10.the student has the responsibility to seek reassignment to a new advisor if differences between the advisor and student should develop.

### ***Advisors' Rights and Responsibilities***

1. The advisor has the responsibility to know his/her advisees' names.

2. The advisor has the responsibility to keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
3. The advisor has the right to expect the student to be knowledgeable about policies, procedures and requirements. They are listed in a variety of sources (e.g. student handbook, college prospectus).
4. The advisor has the responsibility to gain the necessary knowledge and skills to effectively and accurately articulate specific requirements, as well as college and curriculum requirements.
5. The advisor has the responsibility to provide the student with accurate information about alternatives, limitations and possible consequences of academic decisions.
6. The advisor has the right to expect that the student will clarify personal values and goals in advance of the advisement session.
7. The advisor has the right to be treated in a respectful manner and to become acquainted with the advisee.
8. The advisor has the responsibility to maintain a complete and accurate file on the student in order to monitor progress towards goals and graduation requirements.
9. The advisor has the right to expect the student to meet with the advisor at appropriate times to receive advice in a timely fashion.

## POLICIES AND PROCEDURES FOR RE -ENROLLMENT

### **Purpose:**

These Policies and Procedures aim to provide the system for Re -enrollment of students in the College of Medicine.

### **Scope:**

These Policies and Procedures apply to all students of College of Medicine.

### **References:**

Council of Higher Education and EEC-HES standards

### **Responsibilities:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean, for Clinical Affairs
- Vice Dean, for Academic Affairs

### **Procedure:**

A student, whose enrollment status has been canceled, may apply for re-enrollment with the same University ID number and academic record which he/she had before his suspension, provided:

- He/she applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status.
- He/she obtains the approval of the relevant College Faculty Board and related departments for the re-enrollment.
- If five or more semesters have lapsed since cancellation of his/her enrollment, the student can apply to the University for admission as a new student without considering his/her old academic record. If he/she fulfills

all the admission requirements for new students, the University Council makes exceptions according to certain rules issued by the council.

- That he/she has not been re-enrolled previously. The university council makes exceptions if necessary.
- That he/she is not academically dismissed.

A student who has been dismissed from the University for academic or disciplinary reasons [or from other universities for disciplinary reasons] will not be re-enrolled at the University. If it becomes known later that a student has been dismissed for such reasons, his/her enrollment will automatically be considered null and void as of the re-enrollment date.

# POLICIES AND PROCEDURE FOR GRADUATION

## **Purpose:**

These Policies and Procedures aim to provide a system for students graduating from the College of Medicine.

## **Scope:**

Applies to students graduating from the College of Medicine.

## **References:**

Council of Higher Education

## **Responsibility:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean, Quality & Development
- Vice Dean, Clinical Affairs
- Vice Dean, for Academic Affairs
- Faculty Board

## **Procedure:**

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA and major GPA are both not less than PASS.

## ***Attendance and Completion Requirements:***

Attach handbook or bulletin description of requirements for:

- Attendance.
- Progression from year to year.
- Program completion or graduation requirements.

### *After Graduation*

The Internship program is governed by approved Rules and Regulations of the University and is supervised by the Vice-Dean for Clinical Affairs. Satisfactory completion of one year training is mandatory for the award of the degree of MBBS by the University.

# POLICIES AND PROCEDURES FOR DISMISSAL OF STUDENTS FROM THE COLLEGE OF MEDICINE

## **Purpose:**

These Policies and Procedures aim to provide a system for Dismissal of Students from the College of Medicine

## **Scope:**

These procedures apply to Students of the College of Medicine.

## **References:**

Council of Higher Education

## **Responsibility:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean for Clinical Affairs
- Vice Dean, for Academic Affairs
- Faculty Board

## **Procedure:**

Dismissal from the University will occur in the following circumstances:

1. A student will be dismissed if he/she obtains a maximum of three consecutive academic probations, at most, as the result of his/her cumulative GPA being less than 2.00 out of 5.00, or, 1.00 out of 4.00. Following the recommendation of the College Faculty Board, the University Council may allow the student a fourth opportunity to improve his cumulative GPA by taking available courses.
2. A student will be dismissed if he/she fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. The University Council, however, may exempt the student from this restriction and



give him/her the opportunity to complete the graduation requirements within an additional period of maximum duration equal to double the original duration determined for graduation.

3. In exceptional cases, the University Council may allow the student to complete the graduation requirements within an additional period of a maximum duration equal to two semesters at most.

## POLICIES AND PROCEDURES FOR STUDENT TRANSFER

### **Purpose:**

These Policies and Procedures aim to provide a system for Transfer of Students to the College of Medicine

### **Scope:**

This procedure applies to Students of the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibility:**

- Dean, College of Medicine
- Deanship of Admission & Registration
- Vice Dean for Academic Affairs
- Curriculum Committee
- Faculty Board

### **Procedure**

#### *Transfer from one University to another*

The transfer of a student from outside the University may be accepted under the following conditions. The student should:

- Be enrolled in a recognized College or University.
- Not have been dismissed from that University for disciplinary reasons.
- Satisfy the transfer provisions as determined by the University Council.

The College Faculty Board shall review the courses taken by the student outside the University based on the recommendations of the departments which offer equivalent courses. The courses evaluated as equivalent will be transferred to the

student's record, but will not be included in the calculation of his/her cumulative GPA.

If, after his/her transfer, it is discovered that a student had been dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be considered canceled as from the date of acceptance of his/her transfer to the University.

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, under the general rules which are given for such transfer.

*Application and Admission procedure for transfer students in the College of Medicine:*

- The faculty board specifies the number of students that can be accepted as transferred
- The students apply for credit transfer through the university website.
- If the student is eligible for transfer then he/she will be asked to provide details of his/her previously covered courses and syllabus.
- These will be discussed in the curriculum committee, in the College of Medicine.
- After approval, the application is forwarded to admission and registration department to complete acceptance procedure, in the level in which the student is accepted.

## POLICIES FOR STUDENT DISCIPLINE AND CODE OF CONDUCT

### **Purpose:**

The College of medicine provides a student support program with the goal of enhancing the success of its students. Student performance is monitored and additional academic assistance is offered through individual tutoring, seminars, and appropriate professional consultation for those in need.

### **Scope:**

The Student Conduct Code applies to student conduct that occurs on the College or the University premises or at the College or University-sponsored activities. At the discretion of the rector or delegate, the Code shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

- Constitutes a criminal offense as defined by law, regardless of the existence or outcome of any criminal proceeding; or
- Indicates that the student may present a danger or threat to the health or safety of the student or others.

### **Responsibility:**

- College Dean
- Vice Dean for Academic Affairs
- Vice Dean for Clinical Affairs
- Faculty
- Students

### ***General Guidelines:***

1. The College seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry and that serves the educational mission of the College and the University.
2. The College seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of

- students, faculty, staff, and guests of the College; and that does not threaten the physical or mental health or safety of members of the College community.
3. The College is dedicated to the responsible use of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
  4. The College supports and is guided by law while also establishing its own standards of conduct for the academic community.

### **Disciplinary Offenses:**

Any student or student organization found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

#### **1. Scholastic Dishonesty:**

Scholastic dishonesty includes plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishonest manner; altering, forging, or misusing a College academic record; or fabricating or falsifying data, research procedures, or data analysis.

#### **2. Disruptive Classroom Conduct:**

Disruptive classroom conduct includes engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or a student's ability to learn.

#### **3. Falsification:**

Falsification means willfully providing University/College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University / College records or documents, or conspiring with or inducing others to forge or alter University/College records or documents without proper authorization; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally

making a false report of a disaster or other emergency to a University/College official or an emergency service agency.

**4. Refusal to Identify and Comply:**

Refusal to identify and comply includes the willful refusal to properly identify oneself or willfully failing to comply with a proper order or summons when requested by an authorized University official.

**5. Attempts to Injure or Defraud:**

Attempts to injure or defraud includes accepting, creating, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University/College when done with intent to injure, threaten, defraud, or misinform.

**6. Threatening, Harassing, or Assaultive Conduct:**

Threatening, harassing, or assaultive conduct includes engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

**7. Disorderly Conduct:**

Disorderly conduct includes engaging in conduct that incites or threatens to incite an assault or breach of the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University/College activities.

**8. Illegal or Unauthorized Possession or Use of Drugs or Alcohol:**

Illegal or unauthorized possession or use of drugs or alcohol includes possessing or using drugs or alcohol illegally.

**9. Unauthorized Use of College Facilities and Services:**

Unauthorized use of College facilities and services includes the wrongful use of College properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.

**10. Theft, Property Damage, and Vandalism:**

This includes theft or misuse of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

**11. Unauthorized Access:**

It includes accessing without authorization College property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys and /or access codes.

**12. Disruptive Behavior:**

Disruptive behavior includes willfully disrupting University/College events; participating in a campus demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; engaging in intentional obstruction that interferes with freedom of movement on campus, either pedestrian or vehicular; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/College activities or functions.

**13. Rioting:**

Rioting includes engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs in connection with, or in response to, a University/College sponsored event.

**14. Violation of University/College Rules:**

It includes engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

**15. Violation of Laws:**

It includes engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.

**16. Persistent Violations:**

Persistent violations include engaging in repeated conduct or actions that are in violation of this Code.

### **Sanctions:**

Sanctions for Academic Dishonesty and Cheating during examinations according to university guidelines, the following sanctions may be imposed upon student (s) found to have violated the Code:

1. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether or not student continues the examination to senior faculty who are supervising the examination.
2. The supervisor has the authority to order the student out of the examination room.
3. The Dean may report the incident to the University's Vice Rector for Academic Affairs, in order to discuss the incident in the Rectifying/Disciplinary Committee at the University.
4. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
5. The University Rectifying Committee will decide whether the student's examination in one or more courses will be cancelled or voided.
6. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.

**For violations other than examination misconduct, the following sanctions may be imposed upon student(s) or student organizations found to be in violation of the Code:**

1. **Alert Note:** The issuance of an oral or written notice of misconduct.
2. **Warning:** A written document that is to be maintained in the student's file.
3. Injunction of University's privileges for students
4. Cancellation/Voiding of one or more course examinations
5. Prohibited participation in one or more final examination(s)
6. **Probation:** Probation confers special status with conditions imposed for a defined period of time, and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.



7. **Required Compliance:** Required compliance necessitates the mandatory completion of University requirements, work assignments, community service, or other discretionary assignments.

8. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of University regulations, or confiscation of falsified identification or identification wrongly used.

9. **Restitution:** Restitution means making compensation for any loss, injury, or damage.

10. **Restriction of Privileges:** Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

11. **Suspension:** Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

12. **Expulsion:** Expulsion means the permanent separation of the student from the University.

13. **Withholding of Degree:** Withholding of a degree means not releasing a degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

### *Hearing and Appeal of Student Disciplinary Decisions:*

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing.

I. In cases of academic or general misconduct, the Dean will form a committee comprised of the following members:

- Vice Dean for Academic Affairs
- Chair of department related to incident
- College faculty member

II. The committee will investigate the incident.

III. The committee will schedule a meeting not later than one week from the date of the incident.

IV. A report with committee recommendations will be submitted to the Dean, who will forward it to the Permanent Disciplinary Committee at the University to determine the appropriate action.

## UNIVERSITY OF DAMMAM STUDENTS DISCIPLINE BYLAWS

### Article 1

#### Provisions of these by-laws shall apply to:

1. Discipline of student's behavior within the university, or in any of its facilities, or under the umbrella of participation or activities outside the university.
2. Refine and reform the behavior of student violators, and to address their behavior by educational methods available at the university
3. Adoption of disciplinary sanctions on violator students with the bylaws and regulations within the university

### Article 2

#### The following terms have the meanings assigned to them as stated in this bylaw:

**University:** University of Dammam

**Students:** All who are enrolled under the University of Dammam, regardless of their nationality or educational levels except graduate, male and female.

**College:** College or deanship to which to student (his/her) issued violation belongs to

**Main Committee:** Standing Committee to adjust the behavior of students at the University of Dammam

**Sub-Committee:** Behavior control committees within the college or supporting deanships structured with deans decisions

**Chairman of the Committee:** Vice dean of academic affairs, or his authorized representative

**Violation:** Any prohibit action that disqualify rules and bylaws of the university

**Punishment:** Disciplinary sanctions stated in this bylaw

**Exam:** Every exam students take confined in various types, whether verbally or in writing and whether the exam is semester or yearly activity mark or final.

### Article 3

Undergoes all students enrolled in the university (regular and by affiliation) except for graduate students as well as students attending training programs and courses

### Article 4

The responsible authority to apply these bylaws is Deanship of Student Affairs, in association with related areas in the university; it also informs the punishment decision to the student, parents and college concerned within a week from the date of issuance of the decision

#### **Article 5**

Do not apply the punishment in this bylaw on violator students outside the university or where it does not affect the university regulations, framework of its activities and various participations. Where it's the responsibility of other areas, unless resolved to the university from other parties or the origin of the violation was a link to the university in any way.

#### **Article 6**

Standing Committee constituted to adjust the behavior of students by a decision of the university council for two years subject to renewal under the chairmanship of Vice Dean of Academic Affairs with the following members:

1. Dean of Admission and Registration
2. Dean of Student Affairs
3. Dean of the College to which the student belongs
4. Deputy Dean of Female Student Affairs (in respect of breaches attributed to female students)
5. Director of Guidance and Counseling Center
6. One of advisors members of the legal department at the university
7. Administrator- secretary of the Committee

#### **Article 7**

**Terms of reference of this committee are the following:**

1. Deciding on students disciplinary issues
2. Apply Student disciplinary bylaws
3. Follow-up on investigations and discipline with students
4. Conduct investigations in matters referred to the committee and identify responsibility within it.
5. Address the relevant authorities within or outside the university, follow-up, receive and view results.
6. Follow-up on student discipline by-laws sub-committee procedures (if any) and approve it

7. Supervising the implementation of decisions issued in investigations
8. Analysis of provisions and punishments of the committee and extract results
9. Follow-up and develop work of committee or sub-committees related to it
10. Communication with relevant departments in colleges to educate students
11. Inventory of cases, then follow integrity taken against it in a special register

#### **Article 8**

The Committee considers violator students referred by the rector of the university, or one of the college deans, or their representatives, as well as deans of supporting deanships, and heads of the centers, it also follows up on cases seen by committee within the university, or outside – not in contradict with Article five and views therecommendations of the disciplinary actions towards students from colleges subcommittees under the provisions of this bylaws

#### **Article 9**

Main Committee meetings are being held by the invitation of its Chairman, committee is not valid unless the presence of two-thirds of its members. A decision issued is by majority and when the votes are equal view of the Chairman is taken. In any case it's not permissible to delay consideration of the violation for four weeks from the date received by chairman of the committee.

#### **Article 10**

In each college, deanship of preparatory year and support studies has disciplinary subcommittee bylaws chaired by dean of college or one of the agents and two members of the faculty selected by the dean. Decision is issued by the rector of university. This committee is concerned in the investigation of violations issued from students, college or others. If violation occurs within boundaries of the college it has the power of recommendation of punishment prescribed in these bylaws and then hand over to disciplinary by-laws main committee for consideration and adoption

#### **Article 11**

Various behavioral disciplinary committees have validity under this bylaw to make sure the investigation with the violating student in what is attributed to him of the violation.

The committee can re-hear his statement in it. Also has a warrant to hear whom to be heard from the parties of the case

## **Article 12**

The punishment signed by the main committee on the violator (him\her) according to what stated in this bylaws and has the power to reduce the sentence if needed in the interest or the suspension of the sentence on the condition of lute and repetition. Taking into account when signing the punishment, to be scalable, appropriately to the degree of the violation, considering precedents, mitigating circumstances, and aggravating circumstances of each case.

## **Article 13**

Any misbehavior to others, Islamic values, regulations, bylaws, university instructions, government regulations, causing damage to others and facilities is considered violation particularly the following:

1. Every action affects the honor and dignity or prejudice the good conduct and behavior inside and outside the university
2. Prejudice to the test system, instructions and procedures or calm required
3. Any cheating in the exam or initiation of it or attempt to cheat or take any material relevant to subject even though not benefited from it, also cheating in school reports and projects
4. Taking an exam for another student or instead having another student taking an exam for other student. Whether inside or outside the university
5. Establishing activities or associations contrary to the regulations existing at the University
6. Any damage or attempt to damage universities facilities, devices, materials or books and all collectibles of the university library.
7. Abuse of university facilities and contents
8. Issuing and distributing brochures, collecting signatures or money without obtaining approval in advance by the University.
9. Fraud in all its forms
10. Smoking at the university
11. Violation to maintain the cleanliness of the halls and university facilities
12. Bad behavior with colleagues, staff or faculty members or companies based workers working in the university or infringement of them by word and action.
13. Non-compliance with the instructions regarding university campus dress code, dressing prohibited inside classrooms and campus provoking tribal or

regional statements between students and formation of student groups to pick a quarrel and problems inside or outside the university

14. Violation of entry and exit instructions of colleges and classrooms or going out of the campus contrary to the public morals and Islamic values

15. Possession and use of prohibited electronic devices inside the halls or on campus, including imaging devices, recording or electronic storage pieces if used contrary to its own instructions

16. Possession of hazardous substances, prohibited weapons and drugs of all kinds inside the university buildings and facilities

17. Drop-housing without prior notice to housing administration for more than two weeks, or enter and hosting visitors without prior permission from the competent authority

18. Violation of traffic rules and regulations inside university campus or facilities of the University which needs to be presented to the main committee.

#### **Article 14**

Committing violation of behavior and appearance within the university and its facilities or outside – not in contradict with Article Five-a notification to dean of the college to take necessary measures as investigation and view necessary papers and documents to take the necessary action towards the punishment or submission to the controlling behavior committee to determine punishment

#### **Article 15**

##### **Disciplinary sanctions that may be imposed to student**

Taking into consideration it's banned to impose more than a penalty on the offending act. Disciplinary sanctions are limited to what follows:

##### **First: Fundamental disciplinary sanctions:**

1. Oral alert (warning)
2. Written alert (warning) and took the pledge of non-repetition
3. Warning, original document to the student and notify parents
4. Exclusion of registration in one course or more for one semester
5. Exclusion of final exam or cancellation of grades for one course or more – not to exceed three courses, and consider it falling. Taking to account that the course is related to violation if found.
6. Dismiss from university for one main semester

7. Prohibit the student from final exam or cancelation of grades or consider falling all registered courses for the semester
8. Dismiss from university for one semester or more
9. Permanent dismissal with documents stamped "disciplinary dismissal"
10. In all cases, the student takes responsibility to what is destroyed plus the cost of repair or installation and the consequences upcoming including special rights

## **Second: Alternative Disciplinary Sanctions**

### **(A) Exclusion from one or more privileges or services for one semester or more as following:**

1. Exclusion from borrowing books from university library
2. Exclusion from university campus accommodation
3. Exclusion from participation in visits, trips and representing university student indelegations
4. Exclusion from using university internet
5. Exclusion from benefiting from the subsidy or loan from students fund, a period not exceeding two semesters
6. Exclusion from Registration of student employment not exceeding two semesters
7. Exclusion from reduce travel card not exceeding two semesters
8. Exclusion from restaurant reduction card for one semester
9. Enter negative index in student record system
10. Exclusion from the use of sporting or entertainment facilities of university

**(B)** Have some sanctions assigned to violate student to voluntary tasks needed in deanships and colleges for a specific amount of time. In order to improve student path with suitable tasks in period of time, not in contrast with student university schedule. Main committee should take advantage from available options and activities in the university to enable them to choose the best punishment that enhances student behavior and requiring students to attend awareness or educational courses determined by the Main Committee

### **Article 16**

Who commits the offense stipulated in item (3-4-5) from Article 13 the observer directs the student from the testing room willingly, and writes detailed description in minutes then presents it with proof documents to the college that transmits the full papers to the College dean to present it to disciplinary bylaws

subcommittee that determines appropriate punishment after conducting investigation with the violator, hearing his words and editing statement. Taking into account the gradual sanctions contained in article 15.

#### **Article 17**

When necessary assistance is requested from university legal department for necessary investigations. Then results are presented to HE rector of the university, especially in cases that require confidentiality and privacy

#### **Article 18**

None of the punishments provided in these by-laws may be imposed unless hearing is convened and student defends him\herself. If student declined to attend, main committee has the right to take action according to the minutes stated

#### **Article 19**

Student must be notified with the violation against him and informed in advance about the date for him with the committee. Punishment is not held until written investigation and hearing the testimonies against him. Student forfeits his right to be heard in the event of failure to attend on the date in which he was informed of the interview and investigation. Unless his excuse is acceptable, if not punishment is stated without his\her presence.

#### **Article 20**

No student is exempted from punishment due to lack of knowledge of university system rules and bylaws. Deanship of Student Affairs has the accountability to publish these by-laws and distributing them by all means available

#### **Article 21**

University rector has all the power of the main committee to deal with some violations that require student privacy or confidentiality or exceptional and special circumstances without reference to the committee.

#### **Article 22**

In criminal violation it is permitted to transmit the case to competent authorities to decide on action related to the case. University applies bylaws on the violator



**Article 23**

Decisions from minutes of main committee are not considered approved until ratification by HE rector of university.

**Article 24**

Student has the right to approach the university director with grievance issued against him within one month from the date of decision notification. To retain jurisdiction over the decisions of the committee or revoke or cancel or suspend implementation or hold on the lute and repetition in session from the University Council on the recommendation of director of the university

**Article 25**

Decision of disciplinary sanctions are kept in students file at the Admission and Registration Deanship (paper and electronically). Competent authorities issuing punishment are entitled to announce punishment with student first name initials without explicit reference to the name in university newspaper, colleges and facilities

**Article 26**

This bylaw is effective from date of approval and terminates all contradiction from previous disciplinary bylaws. University council has the right to interpret and adjust this bylaw when needed.

# POLICIES ON ACADEMIC APPEALS AND GRIEVANCES

## **Purpose:**

These policies and procedures aim to provide students with appropriate support in issues regarding academic performance, student conduct, complaints, and appeals. The office of the Vice Dean for Academic Affairs and that of the Vice Dean for Clinical Affairs are responsible for managing the procedures relating to the following areas:

1. Academic Appeals relating to decisions made by the examination committee.
2. Examination Misconduct & Disciplinary cases.
3. Student Complaints.
4. Admissions Appeals.

## **Scope:**

This procedure is applicable to all Students in the College of Medicine.

## **References:**

“Policies and Guidelines for Student Code of Conduct” and “University of Dammam Student Disciplinary Bylaws”.

## **Responsibility:**

- Vice Dean for Academic Affairs.
- Vice Dean for Clinical Affairs.
- Departmental Chairs.
- Course Coordinators.
- Students.

## **I: Violations of the academic standards on academic integrity:**

1. Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

2. Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate any provision of this code.
4. Plagiarism - the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.

## **II. Grade Irregularities and Appeals**

### ***1. Incomplete Grades***

Course work is considered "incomplete" when a student fails to submit all required assignments when they are due, or is absent from the final examination. An 'IC' grade may be assigned instead of a failing grade only when:

- a) The student has demonstrated satisfactory progress and attendance in the course
- b) The student is unable to complete all course work due to unusual circumstances that are beyond personal control (e.g. illness or family emergency) The student must submit reasons supporting a grade of "IC" to the Course Coordinator prior to the time that the final grades are due. The Course Coordinator will make a determination based on these reasons. If the Course Coordinator determines that the student should receive a grade of "IC", the student must complete the coursework by the end of the subsequent semester or the 'IC' grade will be changed to an 'F' grade until remediated.

### ***2. Make-Up Exams***

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) is expected to:

- a) Contact the Office of the Vice Dean for Academic Affairs prior to the time of the examination (except during unexpected circumstances), to notify the College about his / her absence.
- b) At the discretion of the Course Coordinator, the student may make-up the examination at an alternative pre-arranged time only when the

- unavoidable circumstances have been substantiated by the Office of the Vice Dean for Academic Affairs in concert with the Course Coordinator.
- c) Make-up exams are to be completed within 2 school days of the student's return to the College.
  - d) Make-up exams should cover the same content area of the missed examination, but should not be the same exam that was administered to other students.

### ***3. Failing Grades***

- a) Rectifying Failing Grades: The Course Director will provide input before the Committee on Student's Circumstances to determine actions for remediation (whether the F can be remediated and/or what activities or assignments will be required to remediate)
- b) All Failure and Incompletes grades must be rectified by the end of the subsequent semester.

### ***4. Grading and Testing Disputes***

- a) Complaints regarding grades and testing must first be discussed with the Course Coordinator.
- b) If the dispute is not resolved, the student must then discuss the matter with the department chair.
- c) If the matter remains unresolved at that level, the Vice Dean for Academic Affairs should be notified in writing. It will be shared with the appropriate committee, and a meeting will be established for further discussion. The student will have the opportunity to discuss the complaint directly with the committee.
- d) The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the complaint. Disputes, requests and complaints must be submitted and resolved according to announced deadline each semester.

## POLICIES AND PROCEDURES FOR STUDENT REWARDS

### **Purpose:**

These Policies and Procedures aim to provide a system for Student Rewards

### **Scope:**

This procedure is applicable to all Students in the College of Medicine.

### **References:**

Council of Higher Education and EEC-HES standards

### **Responsibilities:**

- Dean, College of Medicine
- Faculty Board Members
- Deanship for Admission and Registration

### **Procedure:**

Students of the College of Medicine may be eligible for the following rewards on stipends stipulated in the Article 41 of the Council of higher education.

Any unemployed regular University or higher education Saudi student receives the following rewards and stipends:

(A) University level:

1. A student that is majored in scientific specialization receives SR 1000 monthly;
2. A student who attains excellent grades at the end of each academic year is rewarded with SR 1,000.

(B) Higher Education Level.

1. A monthly reward of SR 900.

2. A further one month reward annually, for books and learning resources, is given on condition that the student completes his/her studies within the allocated time.

3. A reward of SR 3000 is given to a master student and SR 4000 to a PhD student for publishing his/her thesis.

Based on Articles 43-46, Commission of Higher Education the University may provide:

- Unemployed regular University or higher education student with accommodation when available.
- A student traveling to another city as necessitated by their academic program will receive one return economy class ticket upon recommendation from the department and the College Faculty Board and the approval of the University president.
- Subsidized meals for students. The University Council reserves the right to price the meals.
- The president of the University may allow University students to work at the University colleges during non-academic hours provided that:
  - The University budget allows for this procedure.
  - Contracts are hourly based or jobs are on part-time basis.
  - The reward shouldn't exceed SR 1,000 monthly.

# Policies and Procedures for Graduate Studies and Programs

# POLICIES AND PROCEDURES FOR GRADUATE STUDIES AND PROGRAMS

## **Purpose:**

The purpose of this procedure is to provide the guidelines rules and regulations for graduate studies and programs.

## **Scope:**

This procedure applies to all applicants/professional who will continue Graduate studies program at the College of Medicine.

## **References:**

Council of Higher Education and EEC-HES standards

## **Responsibilities:**

- University Council
- College Dean
- Vice Dean Graduate Studies
- Deanship of Graduate studies.
- Council of Graduate Studies
- Deanship for Admission and Registration.

## **Procedure:**

### **Organization of Graduate Studies**

- The College of Medicine has established a Vice Deanship of Graduate studies. The Vice Dean will report to the college Dean and to the Vice President for graduate studies and scientific research. The Deanship will supervise all programs of graduate studies in the College of Medicine coordinate them, recommend their approval where appropriate, and, subject them to periodic reviews.



- The Council of Deanship of the Graduate studies is responsible for proposing and revising the general policies for graduate studies and following up the implementation after initial approval.
- Coordinate with the academic departments regarding the internal regulation of graduate studies.
- Propose criteria for admission to graduate studies and supervise their implementation.
- Recommend approval of new programs and their coordination with the existing program.
- Recommend the approval of graduate courses as well as revise or change their content.
- Recommend in Arabic and English, names for the graduate degrees as per recommendations of the Faculty Council of each College.
- Recommend the granting of degrees.
- Make final decisions in matters relating to graduate students affairs in the University.
- Approve the formation of thesis and dissertation committees, and, report the relevant committees' decision.
- Formulate general guidelines for research plans; draw up rules and regulations for writing theses/dissertations; print, submit and develop forms for their defense and evaluation.
- Periodically evaluate graduate studies programs in the University by means of internal or external committees.
- Study the periodic reports submitted by academic departments regarding their graduate programs.
- Study items referred to by the University Council, its chairman, or the President.

**The members of Council of Deanship of Graduate Studies are as follows:**

- Dean of Graduate Study, Chairman
- Dean of Scientific Research, Member
- Deputy Dean of Graduate Studies, Secretary General
- A faculty member of at least Associate Professor rank from each college offering graduate programs and appointed by the University Council as

per the recommendation of the College Faculty Board, and approval of the President, for a 2-year renewable term.

The Council shall meet at least once a month. A minimum of two-thirds of its members is required for a quorum. Its decisions are taken by simple majority, and, in the case of a tie, the Chairman's vote decides. The decisions of the Council should be considered final if there is no objection from the President within 15 days from date received in the President's office.

The Council can form standing or ad hoc committees from its members or others and charge them with various tasks.

### **Development of New Program**

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

1. There should be sufficient faculty members of the rank of professor and associate professor specialized in the program. In addition, sufficient research facilities such as laboratory and computer resources should be available to ensure the success of the program together with the assurances regarding the quality of teaching, research, and supervision of research.
2. The Department should have acquired sufficient experience in managing undergraduate programs, if the new program is for a Master's degree. If it is for a Doctorate degree, experience in managing Master's program is required.
3. The number of students enrolled should be sufficient to guarantee the continuation of the program.

The Department submits to the College Faculty Board a detailed proposal of the program explaining the following:

1. The objectives of program and its relevance to Saudi society;
2. The nature of the program from its academic and professional standpoint and its scientific approach;

3. The importance of the program and its justification, after, reviewing what other departments are offering in the same area of specialization in the University and other universities in the Kingdom;
4. The facilities available to the Department to assure the promotion of high academic and professional quality for the program, especially in research areas identified by the Department.
5. Faculty stability and turnover during the previous five years.
6. The CV's of all faculty members and others in the University who are involved in the program in question.

The proposed program will be review by the council and compare the requirements to the existing program and to avoid any duplication effort. And if the program will be approved by the council and it will be recommend to the University council for final approval.

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

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

### **Admission and Registration**

According to the Commission of higher education the general admission requirements for Graduate studies are as follows:

1. The applicant must be a Saudi national, or, must have an official scholarship (for non-Saudis).
2. He/she must have a University degree from a Saudi University, or, from another recognized University.
3. He/she must have a record of good behavior and be medically fit.

4. Two letters of recommendation should be submitted from two of his/her former professors.
5. A no-objection letter from his/her employer is required, where relevant.
6. Applicants for doctoral programs must enroll on a full-time basis.

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

Admission to a Master's degree program requires a minimum overall undergraduate performance of "very good" (B). However, the Council of the Deanship of Graduate Studies can approve this condition for "upper good" (C+) given that the undergraduate major GPA is not less than "very good" (B).

The Council of the Deanship of Graduate Studies can add other requirements as per the recommendation of the Departmental Faculty Board and the support of the College Faculty Board.

Admission to a Doctoral degree program requires a minimum overall performance of at least "very good" (B) in the Master's degree program, if this degree is from a University with a letter-grading system. The Graduate Studies Council may add other necessary admission requirements as per the recommendation of the Departmental Faculty Board and the support of College Faculty Board.

Graduate student can be admitted to Master or Doctoral programs other than his/her original field of study as per the recommendation of the Council of Deans department and the College concerned, together with the approval of the Council of the Deanship of Graduate Studies.

The Department concerned may require a student in a Master's or Doctoral program to take a number of remedial courses for a maximum period of three semesters considering the following:

1. The remedial courses must be completed at the first attempt with a grade not less than 'good' (C).

2. The cumulative GPA in all remedial courses must be not less than "very good" (B).

3. Registration for the intended graduate program courses may not commence until the remedial courses are passed. The Department concerned may allow the student to enroll in such graduate courses if only one or two remedial courses remain.

4. The time period required for completing the remedial courses is not considered part of the maximum residency period for the degree in question.

5. Remedial courses are not included in the GPA calculation for graduate studies.

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

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

### **Postponement and Dropping**

A student admission can be postponed for not more than two semesters based on the approval of the relevant Departmental Faculty Board, the Dean of the College concerned, and the Dean of Graduate Studies. This period of postponement is not included as part of the maximum residency period allowed for completing the degree.

Studies can only be postponed following the approval of the relevant Departmental Faculty Board, and Dean of the College concerned, and the Dean of Graduate Studies according to the following:

1. The student must have completed at least one semester or more and completed a substantial part of his/her thesis.

2. Postponement must not exceed four semesters (Two academic years).

3. The student must submit a postponement request two weeks before the beginning of the semester.

4. The postponement period is not included in the maximum residency period required for the degree.

The student can request to withdraw from the semester subject to the following conditions:

1. He/she must submit the form for withdrawal before the final examination.
2. Approval of the Departmental Faculty Board together with the approvals of the Dean of the College concerned and the Dean of Graduate Studies, are required.
3. The semester must not be from any additional period of extension given to the student.
4. The semester will be considered part of the postponement period

### **Withdrawal**

If the student withdraws voluntarily from graduate studies, and decides to return, admission requirements must be met.

[\*Withdrawal: student retrieves his file from the Graduate Studies/Department.]

### **Discontinuance**

A student would be considered to have voluntarily discontinued his/her program and would be dismissed, if:

1. He/she was not registered during the registration period;
2. He/she registered but did not attend classes.

### **Dismissal and Registration**

- The Deanship of Graduate Studies may decide to dismiss a student, if:
- The student gains admission to graduate studies but does not register during the registration period;
- He/she did not pass the remedial courses.
- He/she withdraws or discontinues from the program for one semester without an acceptable excuse;

- He/she did not show his seriousness in studying, or did not fulfill his academic duties
- His/her GPA is below “B” for two consecutive semesters;
- He/she exceeds the postponement period.
- There is evidence of dishonesty in the student’s course of study, or during his thesis work, or, if the rules and regulations of the University are violated;
- He/she does not pass comprehensive examination (if required) on the second attempt;
- The thesis committee disallowed the thesis defense or its acceptance following the defense;
- The program remains incomplete following the expiry of the maximum residency period.
- In extremely limited cases, a student’s file can be reinstated if the Faculty Boards of the Department and College support his/her readmission request, with justification. The readmission is to be approved by University Council based on the recommendation of the Council of the Deanship of Graduate Studies with the following considerations:
  1. If the period between dismissal and the application for readmission exceeds six semesters or more, the student will be treated as a new applicant, regardless of the number of credit hours earned.
  2. If the period between dismissal and the application for readmission is for 6 semesters or less, the student may be asked to repeat some courses. These courses will be identified by the Faculty Boards of the Department and College and approved by the Council of the Deanship of Graduate Studies. The credit hours earned from the time of readmission will be counted in the GPA calculation. The previous semester’s attendance in the program by the student will be counted as part of his/her maximum residency period for the degree in question.

### **Additional Attempts**

- A student may be offered an additional attempt at graduating for one or two semesters (maximum) as per the recommendation of Faculty Boards of both the Department and College and the approval of the Council of the Deanship of Graduate Studies.

## Transfer

- A student can transfer from one recognized University to another as per recommendation of the Faculty Boards of both the Department and College and the approval of the Council of the Deanship of Graduate Studies after consideration of the following:
  1. The student must satisfy the admission requirements and other departmental requirements as necessary.
  2. The student must not be dismissed, for any reason, from the University from which he is transferring.
  3. The number of credit hours earned will be calculated according to the following:
    - a. Courses under consideration should be taken within the six preceding the application.
    - b. The topics of the credit hours to be transferred must meet current program requirements.
    - c. The percentage of the credit hours to be transferred must not be more than 30% of the new program requirements.
    - d. The grade of the transferred credit hours will not be included in the GPA calculation.
    - e. The transferred credit hours will not be included in the GPA calculation.
    - f. The Departmental Faculty Board will recommend the transfer of credit, to be approved by the College Faculty Board and Graduate Studies Council.
- A student's major can be changed according to the recommendation of the Faculty Board of his/her new Department, and approval of the Council of the Deanship of Graduate Studies taking the following into consideration:
  1. The student satisfies the admission and any other requirements deemed necessary by the department.
  2. Credit hours earned in the former department may be counted, if the new department approves its compatibility with the current program, and included in the GPA calculation.



3. A student should not have been previously dismissed.
4. The period of the time spent in the previous major will be considered part of the maximum residency period for the degree in question.
5. Only one change of major is allowed during the maximum residency period for the degree in question.

### **Study System**

Study system of Graduate studies of the University rules and regulation stipulated on the Commission of higher education. The requirements as follows:

- Studying for a postgraduate diploma includes field and applied courses and experimental work that satisfy:
  1. The minimum residency period of two semesters and a maximum of four semesters;
  2. A minimum number of 24 credit hours, and a maximum of 36 hours.
  3. The University Council determines the required courses for a diploma as well as the name of the diploma as per the recommendation of Faculty Boards of both the Department and College concerned, and, the recommendation of the Council of the Deanship of Graduate Studies.
- Studying for a Master's degree involves one of the following two approaches:
  1. Coursework and thesis with a minimum of 24 credit hours in addition to the thesis;
  2. Coursework of professional fields with a minimum of 42 credit hours of coursework including a graduation project that consists of a minimum of 3 credit hours.

The plan for the Master's degree may contain related graduate courses from other departments, whenever possible.

- Studying for a Doctoral degree involves one of the following two approaches:
  1. Coursework and dissertation with a minimum of 30 graduate credit hours after the Master's degree in addition to the dissertation.
  2. Dissertation and some courses with a minimum of 12 credit-hours,
  3. Seminars, or research problems as required, according to the student's background and field of study.

- An academic year consists of two semesters, each semester having a minimum of 15 weeks, not including registration and examination periods, in addition to a summer semester that consists of at least 8 weeks during which class periods for each course are doubled. The study program in some Colleges can be based on an annual system as per the rules and regulations approved by the University Council without violating the Articles of these regulations.

The maximum residency period for a Master's degree must be not less than four semesters and not more than eight semesters; summer sessions are not included. The maximum residency period for a Doctoral Degree must be not less than six semesters and not more than ten semesters; summer sessions are not included.

- The maximum residency period for a degree starts from the registration for graduate courses up to the submission date of a report, a copy of which (thesis/dissertation/other) must be submitted to the Department Chairman.
- A graduate student must take at least 70% of the required credit hours in the institution awarding the degree. All work related to his thesis/dissertation must be completed in the same institution.
- A student cannot graduate until all the degree requirements are satisfied, with an overall grade of, at least, 'very good' (B) or above.

### **Examination System**

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

1. A minimum of a C grade is required for the student to pass a course.
2. The Council of the Deanship of Graduate Studies should set appropriate policies as per recommendation by the Departmental Faculty Board and approval of the College Faculty Board, with regard to alternative examinations and courses requiring duration of study of more than one semester.

3. Master's students, if required by the program and Doctoral students must pass a comprehensive oral and written examination after the completion of all required coursework. This comprehensive examination should be conducted by a specialized committee according to regulations set by the University Council as per the recommendations of the Faculty Board of the Department and the approval of the College Faculty Board concerned, and, the Council of the Deanship of Graduate Studies. This examination should cover the student's major field of study as well as other related fields, were relevant. The student will be considered a candidate for the degree in question if he or she passes the examination at the first sitting. In the event of failure, a second chance will be given to the student to sit all or part of the examination within the following two semesters. Failure to pass the examination a second time will incur dismissal from the program.

### **Scientific Theses/Dissertations**

- On joining the program, each graduate student should be assigned an academic advisor. The advisor will guide and help the student to choose the subject of the thesis / dissertation and research plan according to the regulations approved by the University Council, as per recommendations of Council of the Deanship of Graduate Studies.
- After passing all admission requirements and completing at least 50% of the required courses, with a minimum cumulative GPA of "B", the graduate student should submit his/her thesis/dissertation proposal, if any, to the department concerned. If the proposal is approved, the Departmental Faculty Board will assign either a thesis advisor, and co-advisor if required, or, members of a thesis committee and its chairman. Subsequently, this information should be submitted to the Council of the Deanship of Graduate Studies, as per the recommendation of the College Council.
- Master's thesis should reflect originality, and, involve a new contribution. Doctoral dissertation should also reflect originality and innovation, together with an effective contribution to the advancement of knowledge in the student's field of study.
- Master thesis and Doctoral dissertations should be written in Arabic. Other languages can be used in some majors. This requires approval of the

University Council as per recommendation of the Faculty Boards of the Department and College, and, the Council of the Deanship of Graduate Studies. In such cases, an Arabic abstract must be included.

- The thesis/dissertation advisor must be a professor or an associate professor and a faculty member of the University. An assistant professor may be an advisor for a Master's thesis, if he has spent at least two years in the University as assistant professor, and, has at least two papers published or accepted for publication in refereed scientific journals.
- The thesis/dissertation advisor may be a non-faculty member of the University with distinguished qualifications and experience in scientific research. This requires the approval of the University Council, based on recommendations by the Faculty Boards of the Department and the College concerned, and, the Council of the Deanship of Graduate Studies.
- Based on the nature of the thesis/dissertation, a co-advisor can be assigned from other Departments in the University, provided that the thesis/dissertation advisor is assigned from the Department awarding the degree.
- A faculty member can be the thesis advisor or co-advisor for a maximum of four Master's theses and/or Doctoral dissertations simultaneously. The number can be raised to five following the recommendations of Faculty Boards of the Department and the College concerned, and, the Council of the Deanship of Graduate Studies. For the purpose of calculating a faculty-member's teaching load, the supervision of a thesis /dissertation will be counted as one credit hour.
- If the advisor cannot continue supervising the thesis / dissertation or his service to the University is discontinued, the Department concerned should suggest a replacement, to be approved by the College Faculty Board concerned, and Council of the Deanship of Graduate Studies.
- By the end of each semester, the advisor should report, in detail, to the Chairman of the Department concerned, about the progress of the student's work. A copy of the report should be sent to the Dean of Graduate Studies.
- Student completion of the thesis/dissertation must be reported by the advisor to the chairman of the department concerned. This will initiate the

procedure determined by the Council of the Deanship of Graduate Studies.

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

### **Thesis/ Dissertation Defense**

- Based on the recommendations of the Department concerned, and the College Faculty Board, a Defense Committee is formed by the Council of the Deanship of Graduate Studies.
- The Master's Thesis Defense Committee must fulfill the following requirements:
  1. It must comprise an odd number of members, chaired by the thesis advisor.
  2. The Committee must comprise at least three members. The advisor and co-advisor (if any) should not constitute a majority in the Committee.
  3. Committee members should meet the conditions of thesis supervision.
  4. At least one member of the Committee must be a professor, or, an associate professor.
  5. Decisions of the Committee should be based on a majority vote of at least two thirds of the total number of members.
- The Doctoral Dissertation Defense Committee must fulfill the following requirements:
  1. It must comprise an odd number of members, chaired by the thesis advisor.
  2. Committee members must be of professor, or, associate professor. The advisor and co-advisor (if any) should not constitute a majority in the committee.
  3. At least one member of the Committee must be a professor rank.
  4. One member of the Committee must be from outside the University.

5. Decisions of the Committee should be based on a majority vote of at least two thirds of the total number of members.
- If, for any reason, the thesis/dissertation advisor cannot participate in the defense committee in case of death, termination of contract or in absence, the department concerned should assign a replacement that has been approved by the College Faculty Board, and Council of the Deanship of Graduate Studies.
  - A report is prepared and signed by all members of the Thesis/Dissertation Committee. The report must be submitted to the Department Chairman concerned within one week of the date of the public defense. The report must include one of the following recommendations:
    1. Accepting and the thesis/dissertation and recommending the degree.
    2. The thesis/dissertation is accepted with some modifications, without a re-defense being necessary. A member of the committee is delegated to recommend awarding of the degree after ensuring that the required modifications are implemented within three months of the date of the first public defense. This period can be waived by the University Council.
    3. Further work is recommended on the thesis/dissertation, followed by a second defense within a certain period of time to be decided by the Council of the Deanship of Graduate Studies, based on the recommendation of the Departmental Faculty Board concerned. This period must not exceed one year from the date of the first defense.
    4. The thesis/dissertation is rejected.

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

The Department Chairman concerned must submit the report of the Thesis/Dissertation Committee to the Dean of Graduate Studies no later than three weeks after the date of the defense.

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

A Master's thesis advisor outside the University will be given compensation of SR 5,000.00. A Doctoral dissertation advisor from outside the University will be given compensation of SR 7,500.00.

A faculty member of the University to whom the thesis/dissertation is submitted receives SAR 1,000.00 for participation in a Master's or Doctoral Defense Committee. An external member or a non-faculty member from the University to whom the thesis/dissertation is submitted receives SAR 1,500.00 for participation in the Doctoral Defense Committee and SAR 1,000.00 for his participation in the Master's Defense Committee. A committee member from outside the Kingdom receives SAR 2,500.00.

If the one discussing the thesis is not a member of the faculty staff in the University where the discussion took place, whether a University employee, or from outside the University, he will receive a reward of SAR 1,500 for the Doctorate degree thesis discussion, and, a reward of SAR 1,000 for the Master's thesis discussion. This reward could be increased up to SAR 2,500 if the participant was from outside the Kingdom of Saudi Arabia.

If the delegate comes from outside the city where the University is located, whether in the Kingdom of Saudi Arabia or from any other country, he will receive the reward mentioned above, as well as a return ticket from where he lives; and allowances for a suitable accommodation and living of a maximum two nights. Also, a return ticket will be paid to the one who accompanies the delegate if he is blind, or if she is a female delegate as well as the allowances for a suitable accommodation of a maximum two nights.

# Policies and Procedures for Scholarship and Training



## POLICIES AND PROCEDURES FOR SCHOLARSHIP AND TRAINING OF SAUDI FACULTY AND STAFF

### **Purpose:**

The purpose of this procedure is to provide the rules and regulations for scholarship and training of Saudi faculty and staff

### **Scope:**

These policies and procedures are applicable to all Saudi Faculty members/Teaching staff.

### **References:**

Council of Higher Education

### **Responsibilities:**

- Human resource Development
- Financial Affairs
- Department of Medical Education

### **Procedure**

#### **The Scholarships and Training Committee**

The scholarships and Training Committee was established by the University Council for professional development and enhancement of teaching skills, administrative, and technical through training and workshops according to the needs of the department.

The following subjects must be considered by the training committee:

- The Committee makes recommendation for general policy for Scholarship and training.
- Providing Annual Plan for Scholarship and Training for the University and coordinate with the training facilitator of the University.

- Consider the recommendation of the Faculty board for Scholarship annual plan for Demonstrator and lectures of the College of Medicine.
- Recommends Training needs and records on the training matrix according to the plan approved by the University.
- Prepared detailed annual report on the Scholarships and Training in Colleges, departments and administrations, and presenting it to the University Council.

### **Scholarships of Lectures and Demonstrator**

According to Article 4 stipulated from the rules and regulation for training and Scholarship from Commission of higher education the requirements for Foreign or International Scholarship programme as follows:

- For Master Degree of Medicine only.
- For Doctorate of Medicine Degree only.
- For both Masters and Doctorate, taking into consideration what is mentioned in the 7th paragraph of the 3rd Article.
- For fellowship in medical specialties.

### **Scholarship Provisions**

For Foreign and International Scholarship for Demonstrator and Lecturers is conditioned by the following:

- Saudi national.
- Working for the University for a period not less than one year after appointment, and should be given a suitable work program to be done accordingly.
- Getting an acceptance from a recognized University.
- A female student should be accompanied by a chaperon during the whole period of her scholarship.
- A demonstrator should be not more than thirty years of age, and a lecturer should be not more than thirty-five years of age. The University Council might make exceptions to this provision.
- Undertake working at the University for a period of at least equivalent to the Scholarships duration.

## **Scholarship Duration**

The rules and regulations for Scholarship and training from the Commission of higher education stipulate that the Scholarship duration is as follows:

- One year for language study. The University Council might extend this period to two years, if necessary.
- Two years for Masters.
- 3. Three years for Doctorate or equivalent in all specialties except medicine, wherein the duration is determined according to the regulations of the country where the concerned University is located.

The scholarship student should travel to the place of study after the administrative order is issued. The order would be cancelled if the student fails to arrive at the place of study after three months from the date specified in the order.

Payment for scholarship students starts upon their arrival at the place of study, provided that they start their study within one month upon their arrival.

## **Extension**

The University Council might extend the duration of internal or foreign scholarship for one year for Masters, and, two years for Doctorate and medical fellowship, based on the recommendation of the supervisor of the student and the recommendations of the Faculty Board of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee. The University Council, based on the recommendation of the supervisor of the student and the recommendations of the Faculty Board of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee, might extend the duration for a maximum period of one more year for each level after presenting convincing justifications. As for foreign scholarship, the supervisor's opinion should be supported by the Saudi Cultural Attaché in the Country concerned.

## **Switch of Specialization and Transfer from the University.**

- The scholarship student is not allowed to switch the major or minor specialization except if the University Council, based on the recommendations of the Faculty Boards of the department, the College or the Institute, or their equivalent, and, the Scholarships and Training Committee, agree to that. In case of switch the major or minor specialization without the agreement of the University Council, all scholarship benefits are suspended and the University Council considers the termination of the scholarship.
- The scholarship student is not allowed to transfer from University to another or from country to another except if the University Council, based on the recommendations of the Faculty Boards of the department, the College or the Institute, or their equivalent, and, the Scholarships and Training Committee, agree to that. As for foreign scholarship, the recommendations should be supported by the Saudi Cultural Attaché.

### **Financial Benefits**

According to the Article 13 & 14 the Scholarship student is eligible for the same benefits given to the government employees who are foreign scholarship students. And, chaperon accompanying a foreign scholarship female student is eligible for the same benefits given to the foreign scholarship student's wife mentioned in the scholarships regulations. And The foreign scholarship student who received a scholarship from a different institution is eligible for only half of the salary paid by his/her employer. If the scholarship or fellowship benefits are less than the benefits and merits fixed for other scholarship students, he/she is paid the difference between the two.

### **Scientific Travel**

The foreign scholarship student might make one travel during the preparation of the thesis within the period of one level of study to the Kingdom, or, another country outside the place of study according to the following rules:

1. The supervisor recommends that the research requires the scientific travel.
2. The support of the Saudi Cultural Attaché.
3. The approval of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee at the University granting the scholarship.

4. The duration of the travel should not exceed a maximum period of three months.
5. If the travel is inside the kingdom, the scholarship student should carry out work under the supervision of the department he/she belongs to. The department then should write a comprehensive report about the travel.
6. If the travel is in another country and outside the place of study, the supervisor should submit a report about the travel to the Cultural Attaché which will provide the University with a copy of it.

### **Travel Tickets**

- The foreign scholarship student is eligible for an air ticket by economy class as follows:
  1. The foreign scholarship single student or the married student who is not accompanied by his family:
    - a. A one-way ticket from the Kingdom to the place of study.
    - b. A return ticket from the place of study to the Kingdom, on completion of one full academic year, for vacation.
    - c. A return ticket from the place of study to the destination of the scientific travel.
    - d. A return ticket inside the country of study for examinations or research. This ticket is granted only once for a distance exceeding a hundred (100) kilometer.
    - e. A return ticket from the place of study to the Kingdom in case of death of one of the parents, a spouse, a son or a daughter.
    - f. A one-way ticket from the place of study to the Kingdom on graduation or termination of scholarship.
  2. The foreign scholarship married student who is accompanied by his family: The foreign scholarship married student who is accompanied by his family, his wife, his underage children, his unmarried daughters and his mother if legally defendant and accompanied him to the place of study, are eligible for the tickets mentioned in No. 1. a, b, c, d, e and f above.
- A return ticket is granted to the scholarship student only once to attend conferences, scientific symposiums or short courses during one level of study according to these rules:

1. The conference, scientific symposium or the short course should have a direct relationship with the specialty or the subject of research.
2. The approval of the Scholarships and Training Committee at the University based on the recommendation of the supervisor and the support of the Saudi Cultural Attaché.

### **Internal Scholarship**

- Internal Scholarship is granted in these cases:
  1. From one educational institution to another in two different places.
  2. From one educational institution to another in the same city.
  3. From one branch to another in the same educational institution in two different places.
- The internal scholarship student, whether a demonstrator or a lecturer, is charged with administrative or teaching tasks suitable for the specialty, provided that this will not affect his/her academic attainments, according to what is decided by the Faculty Board of the department where he/she studies.

The scholarship student might make one journey during the preparation of the thesis within the period of one level of study outside the place of study whether inside or outside the Kingdom, according to the following rules:

1. The supervisor recommends that the research requires the scientific journey.
2. The approval of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee at the University granting the scholarship.
3. The duration of the journey should not exceed a maximum period of three months.
  - The scholarship student earns his/her full salary and transport allowance paid to him/her monthly.
  - If the scholarship is in an educational institution in a different city, the scholarship student is entitled to freight allowance equal to one month salary, if the distance between the two cities is similar to the distance determined for secondment.
  - The scholarship student, his wife, his underage children, his unmarried daughters and his mother if legally dependent, are eligible for air tickets as follows:

1. One-way tickets by economy class from the place of work to the place of study.
  2. Return tickets by economy class from the place of study to the place of work, at the end of each academic year.
  3. In case of impossibility of air travel between the place of work and the place of study, the student is entitled to compensation equal to the travel fare by public transport.
- The scholarship student is entitled to annual books and references allowance equal to one month salary, paid for the period of the scholarship without extension.
  - The scholarship student is entitled to thesis printing and binding allowance equal to (SAR 3000) three thousand Saudi Riyals for Masters, and (SAR 4000) four thousand Saudi Riyals for Doctorate, paid only once.
  - The demonstrator or lecturer, who joins a graduate programme in the same educational institution in the same place, is treated as an internal scholarship student.

### **Suspension of Benefits and Termination of Scholarship**

In regards to Suspension of Benefits and Termination of Scholarship according to the rules and regulation from the commission of higher education the following grounds are:

- Scholarship benefits are suspended when he/she gets the degree, or, if he/she changes the place of study, the specialty or the University without the approval of the University Council.
- The University Council might terminate the scholarship, based on the recommendations of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee, in the following cases:
  - Inability to continue the study, according to performance reports.
  - The scholarship student requests to terminate the scholarship and return to the Kingdom.
  - Violation of regulations and instructions or refusing to follow them.
  - Inability to get the degree within the determined time.
  - Discontinuation of study without an acceptable excuse.

- The internal or foreign scholarship student, who requests to terminate his /her scholarship, is not allowed to leave the place of study before the approval of the University Council. In case of retuning before the approval of the University Council, Item 1 or 2 of Article 30 of these regulations is applied.
- In case of approval of scholarship termination according to Article 28 of these regulations, the University Council might:
  - Decide to terminate his/her service within a period not more than one year from the date of the termination of scholarship,
  - Transfer him/her to an administrative job, if the University needs his/her service, or
  - Leave him/her on the same job and determine a duration, not more than two years, to pursue his/her graduate study. In case of exceeding this duration, Item 1 or 2 of this Article is applied.
- In case of spouse and children accompanying the scholarship student, the instructions mentioned in the decisions and regulations governing this are applied.

### **Scholarship and Training for non-academic Faculty**

The requirements for Scholarship and training programme for non-academic Faculty:

- Must be a Saudi National.
- Age not more than forty (40) years. The University Council might make exceptions to this provision.
- General standard of University certificate or equivalent should not be less than "Good".
- Working for the University for a period not less than one year after appointment. Except for doctors who might be granted scholarship on completion of one year after appointment.
- There should be a direct relationship between the scholarship specialty and the work he/she will do.
- Performance evaluation for the last two years should not be less than "Very Good".
- Getting an acceptance from a recognized educational Institution.



- A female student should be accompanied by a chaperon during the whole period of scholarship.

Taking into consideration what is mentioned in Articles 32 and 36, the regulations governing the scholarship of demonstrators and lecturers are applied to the scholarship of other University faculty.

The scholarship student is not allowed to join two graduate study programs at the same time. However, the University Council might make exceptions to this.

A scholarship for Training is conditioned by the following:

1. Saudi national.
2. Working for the University for a period not less than one year after appointment. Except for doctors, who might be granted scholarship on completion of one year after their appointment.
3. There should be a direct relationship between the scholarship specialty and the work he/she will do.
4. Performance evaluation for the last two years should not be less than "Very Good".
5. Getting an acceptance from a recognized training Institution.
6. Should be competent in the language of the training program.
7. The training program aims at providing the trainers with new skills needed for their present and future work.
8. Nomination for Training should be by the trainer's place of work which should also the kind of program and the work to be done by him/her after training.
9. A female student should be accompanied by a chaperon during the whole period of scholarship.

Scholarships and Training are awarded by a decision from the University Council based on the recommendations of the institution which the employee belongs to and the Scholarships and Training Committee. The decision should include the degree, the major, the minor specialization, the duration of the scholarship and the educational institution where he/she will study.

The non-academic scholarship students (administrative and technicians) are eligible for the same financial benefits given to other government civil employees.

# **Policies and Procedures for Scientific Research**

## POLICIES AND PROCEDURES FOR SCIENTIFIC RESEARCH

### **Purpose:**

These policies and procedures aim to enrich science and knowledge through research studies and scientific services of the College of Medicine.

### **Scope:**

These procedures apply to research in the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibility:**

- Vice Dean for Scientific Research and Higher Studies
- Director of Institute of Research & Medical Consultation (IRMC).
- All Academic Departments.

### **Procedure:**

Faculty and staff members and students researchers should be encouraged to carry out excellent and repeated research that enrich specialized knowledge and serve the community, and be provided with all research requirements to accomplish their research and utilize them. In this respect the Universities might:

- a. Publish the results of the scientific research in national and international journals and provide the means of scientific documentation to facilitate researchers' tasks.
- b. Cooperate with scientific and research bodies and institutions inside and outside the Kingdom through carrying out research and exchange of knowledge and experiences.
- c. Find ways and means to encourage individuals and institutions to support and finance research projects wherewith to strengthen the role of the University.
- d. Provide modern methods of communication, scientific journals, books, etc.

The Scientific Research Deanship was established under the University President for Postgraduate Studies and Scientific Research.

The Scientific Research Deanship has a Council called “The Scientific Research Council” which includes:

- a. The Dean of Scientific Research as a Chairman.
- b. The Dean of Postgraduate Studies as a member.
- c. The Deputy Dean ( Deputy Deans ) of the Scientific Research Deanship as members. One of whom should be the secretary of the Council.
- d. Not more than five of the directors of Research Centers as members selected by the University Council based on the recommendation of the President of the University.
- e. Not more than seven of excellent staff members in the field of research as members selected by the University Council based on the recommendation of the president of the

University, for a renewable period of two years.

The Scientific Research Council holds its meetings and takes its decisions which are then approved according to Article 35 of the Regulations of Higher Education and Universities.

Unless there is a conflict with the tasks of the Scientific Council and the Faculty Boards of Colleges and Departments, the Deanship of Scientific Research Council is concerned with the following:

- Suggesting the annual research plan for the University and preparing the project of the required budget in preparation of presenting it to the Scientific Council.
- Suggesting the rules, regulations and procedures that organize scientific research in the University.
- Approving study and research projects and following up executing, arbitrating and financing them according to the rules.
- Suggesting the methods that organize the relationship and cooperation with different research centers outside the University.
- Coordinating the work between the research centers in the University, preventing duplication in their performance and encouraging joint research between the Colleges and Departments to raise the quality and effectiveness of using the available materials

- Recommending the approval of publishing arbitrated research according to the regulations of arbitration and publication in the University.
- Encouraging faculty and staff members and other researchers, and urging them to conduct scientific research and innovation, and provide the means and research opportunities for them, especially full-time faculty, and to enable them to finish their research in an appropriate scientific atmosphere.
- Organizing the communication process with research centers outside the University, locally and internationally, and developing cooperation with them to take advantage of all new developments.
- Establishing an information database for ongoing and completed research at the University, and exchanging research information with other Universities and research centers.
- Studying the annual report and final statement of account of the activity of the scientific research at the University in preparation for submission to the University deputy president for Graduate Studies and Scientific Research.
- Supervising and following-up research funded from other sectors outside the University, which fall within its competence.
- Setting specialized committees from among its members or others as needed.
- Studying the delegations of the President of the University or the Deputy President for Graduate Studies and Scientific Research.

The Dean of Scientific Research is responsible for financial, administrative, technical affairs related to scientific research in the University according to the rules and regulations in force. In particular, he has the following tasks:

- Supervising the preparation of the research annual plan for the University and its required budget in preparation for submission to the Deanship Council.
- Spending from the determined research budget in the financial limits of the powers delegated to him.

- Technical and administrative supervision of the various activities of the Deanship, developing plans and work programs and following-up their implementation.
- Supervising the work of the research centers associated with the Deanship of Scientific Research, and following-up their activities, and evaluating their performance.
- Cooperation and coordination with the research organizations, institutes and centers inside and outside the University, and contacting foreign research institutions and centers and utilizing what can be used to modernize and develop the research activity and technology at the University.
- Coordinating with the Deanship of Graduate Studies in everything related to the completion of research work by graduate students, and providing means and methods of research to complete their research or theses.
- The permanent follow-up and providing the necessary financial resources to spend on research financed from the budget of the University or from sectors outside the University.
- Recommending contract with researchers, staff, and technicians for specific periods on the budget of research projects sponsored by the Deanship.
- Evaluating the performance of the employees of the Deanship and reporting them to the University administration.
- Preparing a draft budget and the annual report of the Deanship in preparation for submission to the Deanship Council.

Each of the research centers of the Deanship is managed by:

- a. The Council of the center.
- b. The Director of the center.

According to the limits of the powers delegated to each.

The Council of the center is formed as follows:

- a. The Director of the Center, who takes the presidency of the Council, is appointed from the Saudi staff members by a decision from the President of the University on the nomination of the Dean of Scientific Research and the support of the Deputy President for Graduate Studies and Scientific

Research for two years subject to renewal, and financially treated as a head of department.

- b. A number of faculty members who have excellence in scientific research, not more than five appointed by the President of the University on the nomination of the Dean of scientific research, supported by the Deputy President for Graduate Studies and Research for two years subject to renewal.

The Council of the Center to consider all matters related to it, in particular:

- a. Suggesting the annual research plan, and prepare a draft budget for it.
- b. Studying the research projects of faculty members and their likes and following-up implementation.
- b. Studying the research projects and studies requested from destinations outside the University, selecting the researchers, following-up implementation and suggesting rewards for those who performed them according to the rules governing these activities.
- c. Recommending spending from the determined research budget in the limits of the powers governing that.
- d. Studying the annual report, final statement of account and the draft budget of the center in preparation for submission to the concerned authorities.
- e. Studying the delegations of the Council of the Deanship of Graduate Studies and Scientific Research.

The Director of the Research Center is duly qualified to carry out the following:

- a. Supervision and follow up the research work of faculty members, and their equivalent, and the assistants of researchers, including the direct supervision of the administrative and technical body of the center.
- b. Contacting Scientific Departments, urging faculty members on research, coordinating between their researches projects, providing the means and resources that assist to prepare and publish them in the most efficient way possible.
- c. Contacting and coordinating with other research centers inside or outside the University in everything related to the research conducted under the

- supervision of the Center, or, to be prepared for bodies outside the University.
- d. Preparation of a draft annual budget for the activities of the Center in preparation for presenting it to the Council of the Center, and submission to the concerned authority at the University.
  - e. Preparing the annual report of the activities of the center in preparation for submission to the concerned authorities.

The expenditure on research funded by the University budget, whether initiated by the researcher, or by the relevant scientific bodies in accordance with the approved plan and the procedures governing that approved by the Scientific Council within the following maximum amounts:

- a. A reward of one thousand two hundred Riyals (1,200) per month is paid to the principal investigator of PhD holders, and a thousand Riyals (1,000) per month for each of the participating members of the faculty and their equivalent of PhD holders during the basic period determined in the research plan.
- b. A reward of 30 (thirty) Riyals per hour, not to exceed 800 (eight hundred) Riyals per month is paid to the assistant researcher of Master degree holders, within the basic period identified in the research plan, and, for no more than three assistants.
- c. A reward of 25 (twenty-five) Riyals per hour, not to exceed 600 (six hundred) Riyals per month is paid to the assistant researcher of Master degree holders within the basic period specified in the basic research plan.
- d. A reward of 20 (twenty) Riyals per hour, not to exceed 400 (four hundred) Riyals per month is paid to the assistant researcher of undergraduate students, technicians or professionals within the basic period specified in the research plan.
- e. A reward of 500 (five hundred) Riyals for each day of consultation with a total earned not exceeding 7,000 (seven thousand) Riyals per year is paid to a consultant from inside the city.
- f. A reward of 1,000 (one thousand) Riyals for each day of consultation, including accommodation and living expenses, with a total earned not exceeding 14,000 (fourteen thousand) Riyals per year is paid to a consultant from outside the city. He is also given a return ticket.



- g. A reward of 2,000 (two thousand) Riyals for each day of consultation, including accommodation and living expenses, with a total earned not exceeding 20,000 (twenty thousand) Riyals per year is paid to a consultant from outside the Kingdom. He is also given a return ticket.
- h. The above mentioned rewards are not paid unless the researcher is working full time in scientific research.

The President of the University might assign some Saudi faculty and staff members to prepare research or studies for special purposes not within the publishing programs at the University with an amount of reward not to exceed 10,000 (ten thousand) Riyals per researcher for each research and reporting this to the Head of the University Council at the end of each academic year.

It is permissible to provide the necessary services for research and studies being done by the researcher on his own initiative for the purposes of publication or promotion and not have it included within the plan of approved researches.

The research which is financially supported by governmental research institutions or other institutions, are implemented in accordance with the regulations issued by these institutions, provided that the Scientific Council, on the recommendation of the Deanship of Scientific Research, makes regulations for implementation.

Taking into account the provisions in the Regulations governing the affairs of the Saudi faculty members and their equivalent at the Universities, the University Council, on the proposal of the Scientific Council, makes the rules and procedures governing research carried out by the staff members during their sabbatical leave.

Incentive annual rewards and prizes may be granted to outstanding researchers. The University Council, on the recommendation of the Scientific Council, determines the number of such awards and rewards and the criteria and methods of selection.

Incentive annual prizes may be granted for outstanding research work. The University Council, on the recommendation of the Scientific Council, determines the number of such prizes and the criteria of selection according to the following:

- a. The research is characterized by originality and innovation and should not have been on publication for more than two years.
- b. The research had been completed at the University and subjected to the arbitration system enforced.
- c. The research must not have obtained a prize before.
- d. The research must not be taken from Master or Doctorate theses.

Each prize consists of a certificate of appreciation and a financial reward not exceeding 20,000 (twenty thousand) Riyals, determined by the University Council on the recommendation of the Scientific Council. The prize may involve more than one researcher, where the prize is distributed equally between them.

The Scientific Council establishes the rules governing the mechanism for nomination and progress to achieve these prizes and rewards provided by the University or those announced by other scientific bodies or institutions.

The outputs submitted for publication in the University includes the following:

- a. Theses.
- b. Scientific researches.
- c. Methodological textbooks.
- d. Books and library references.
- e. Translations of references, textbooks, etc.
- f. Investigations.
- g. Scientific encyclopedias and dictionaries.
- h. What the Scientific Council deems appropriate for publication and consistent with the objectives of the University.

It is permissible, after the approval of the Scientific Council, to publish some Master or PhD theses that can be of scientific interest, or, linked to the development objectives in the Kingdom.

If the thesis is written in a foreign language, and the Scientific Council considers the importance of its scientific publication in Arabic, the Council, then, decides a financial reward for translation.

It is permissible for publication purposes to consider publishing theses that are already approved by other Universities within or outside the Kingdom, if it serves the objectives of the University.

A reward of 8,000 (eight thousand) Riyals for publishing Master thesis, and, a reward of 15,000 (fifteen thousand) Riyals for publishing the Doctorate thesis.

The Scientific Council deems all research products presented to it (a research, a book, a translation, an investigation) for publication on behalf of the University that they should be consistent with the objectives of the University and characterized by originality.

The Scientific Council establishes rules and detailed regulations for the publication of any kind of product mentioned in Article (21) of these Regulations.

The product submitted for publication is subject to arbitration of at least two specialists. The Scientific Council makes the Rules and the detailed procedures for arbitration, examination and revision system.

The authors, investigators, translators are paid a reward, not exceeding 50,000 (fifty thousand) Riyals per book, estimated by the Scientific Council on the reports of arbitrators according to the theme of the book, its scientific value and the effort made on it.

The rewards of authorship or translation of encyclopedias and encyclopedic books are specified according to the plan and procedures approved by the Scientific Council. The reward should not exceed 50,000 (fifty thousand) Riyals per volume.

A reward of not more than 2,000 (two thousand) Riyals, per book, is paid to those assigned to examine or arbitrate the compiled, translated or judged books, both from inside or outside the University.

Reward of not more than 2,000 (two thousand) Riyals per book is paid to language correctors for a book published by the University.

A reward of up to 500 (five hundred) Riyals for each research and up to no more than 3,000 (three thousand) Riyals for the entire scientific product is paid to those

who participate in the arbitration and examination of the scientific production presented for promotion.

The owner of the product submitted for publication should correct the test version, prepare full indexes and give the producer a hundred copies from the number published by the University.

In case of translated product, the following conditions should be fulfilled:

- a. The translated work should be of scientific or practical and concrete feasibility.
- b. The translated work should be subject to arbitration by one arbitrator or more.
- c. The translator and reviewer should be fully fluent and proficient bilingual.
- d. The translator should take into account the reviewer's observations and proposed amendments.
- e. Getting the right of translation and publication from authorized bodies before starting that.

A payment to the author for copyright is a waiver of his right of the book which he has written, investigated or translated for a term of five years from the date of approval of print by the Scientific Council.

When re-printing published works by the University, the owners are treated according to the following:

- a. If the works were included in scientific projects funded by the University, or it bought the rights of print completely or carried out by faculty members who were temporarily discharged from their jobs by the University to accomplish these works, the owners do not have any new financial rights when the works are reprinted.
- b. If the University bought the copyright of works prepared by the owners, they are paid a reward not more than that paid to them the first time, when their works are re-printed.

The University has the right to reconsider the publication of titles for a period of five years, and if the product owner adds important material to the edition, the

Scientific Council estimates special bonus for what he added after approval by the arbitrator (the examiner).

After five years of the product print approval by the Scientific Council, the right to re-publish reverts fully to the owner or his heirs, and re-publishing will be subject to a special agreement with the University.

The Scientific Council might consider reprinting a product that is out of print, or, has not been published by the University, if it has a particular scientific value. The Council estimates the financial reward for that.

Scientific magazines in the University are published according to the University Council decision on the recommendation of the Scientific Council.

The University Council appoints, for a renewable period of two years, the Editorial Board based on the proposal of the Scientific Council. The Chairman and members of the Editorial Board should have at least the degree of "Associate Professor".

The Editorial Board is morally responsible for what is published in the magazine. It supervises the issuance of the magazine and determines the number of copies to print.

Research work and articles are not published in the magazine of the University, unless two specialized referees, at least one of them from outside the University, approve their suitability for publication.

The Scientific Council grants an annual reward of 5,000 (five thousand) Riyals to the Chairman of the Editorial Board and 3,000 (three thousand) Riyals to each member of the Editorial Board.

A reward of 1,000 (one thousand) Riyals might be paid to those whose arbitrated scientific research are accepted by the University magazine for publication.

A reward of not more than 500 (five hundred) Riyals might be paid for examining the research submitted for publication in the University arbitration magazines, in research centers, in conferences or in scientific seminars held by the University, as well as proposals for research projects submitted for funding by the University.

The Editorial Board presents a detailed annual report to the Scientific Council on the aspects of its activity

# Policies and Procedures for Financial Planning and Budgeting

## POLICIES AND PROCEDURES FOR FINANCIAL PLANNING AND BUDGETING

### **Purpose:**

These Policies and Procedures aim to provide a system for Financial Planning and Budgeting.

### **Scope:**

This procedure is applicable to financial matters and Financial Planning of the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibilities:**

- Dean of College of Medicine
- Vice President of the University
- Directorate of the Office of Financial Controller
- Finance Department

### **Procedure:**

The financial aspects of programs in the College of Medicine (COM) are funded by the central budgetary division of the University of Dammam (UOD), based on the executive rules and regulations for the universities in Saudi Arabia, set by the Ministry of Finance. Budget for the colleges in the university is controlled and managed by the office of the Vice president and provides sufficient financial resources for the successful management of the programs. The budget is allocated by the university based on the budgetary proposal submitted by the college far in advance to get approval in the institutional budgeting process. The expenditure of approved budget is then monitored by the Directorate of the office of financial controller.



## **Financial Planning and Budgeting**

Financial planning and budgeting is a centralized function at the University of Dammam and is controlled and coordinated by the Central Budgeting Department of the University. The budgeting process of the program is initiated with a letter from the President seeking budget proposals of the college for the upcoming financial year.

The central budgeting department of the university requests the college to submit its requirements before finalization of the budget.

The university also circulates within the different units with the statement of information required for preparing budget proposals under different headings (Statement of Information). As and when the intimation arrives, the Dean communicates with the respective heads of departments to prepare their requirements and budget estimates for the department.

After receiving the financial requirements from the departments, the Dean finalizes the budget proposal for the forthcoming year. Before sending the budget proposal to the central budgeting department of the university through the President, the proposal gets verified and approved by the faculty board of college.

When the budget for the university is finalized the Director of Budget and Planning informs the Dean of the approved budget for the college.

## POLICIES AND PROCEDURE FOR PROCUREMENT

### **Purpose:**

These Policies and Procedures aim to provide system for Procurement and Task Assignment

### **Scope:**

This procedure is applicable to financial matters and financial planning in the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibility:**

- Rector
- Vice Rector
- Directorate of the office of financial controller
- Dean, College of Medicine
- Finance Department

### **Procedure:**

#### **Procurement and Task Assignment**

According to Article 9 on Financial Affairs section for procurement and task assignment, the University President shall have the following authorities:

- Calling for public tenders with regard to procurements, works and awarding tenders within an amount not exceeding fifteen million Saudi riyals (SAR 15,000,000). Any increase in the amount requires referring the matter to the head of the University Council.
- Direct assignment of works execution and undertaking direct purchase jobs within an amount of a million Saudi riyals (SAR 1,000,000).

- In case of a single proposal, accepting same against a sum of money not exceeding the above-mentioned amounts and within its scope of authority and where work needs does not allow for making another invitation to tender.

According to the policies and procedures of the Council of Higher Education:

- The University president may assign some of his financial authorities related to procurement and task assignment to vice presidents, deans, institutes directors, department heads, etc. according to the Regulations on Procurement of Government Purchases and Execution of its Projects, provided that such assignment corresponds to the responsibility of the assigned person.
- All matters particularly covered under these Regulations with regard to procurements and task assignment shall be subject to the Regulations on Procurement of Government Purchases issued by virtue of Royal Decree No. (M/14) dated 7/4/1397 AH and its executive regulations and amendments.
- Subject to bylaws on lease and demolition of government buildings and leasing from third parties, the University President or its representative may:
  - A. Lease University properties and renew as well as rescind lease contract.
  - B. Demolish dilapidated buildings or buildings posing danger.
  - C. Lease real estate or properties from third parties.

### **Financial Management**

Financial Management is a centralized process; However the spending authority is under the Directorate of Financial affairs, but as a program manager the Dean tracks and follows up the budgetary process related to college.

As per the requirement of the college the directorate makes necessary arrangements to deliver the needful and issues the criteria and conditions for spending the funds allocated for the college.

The entire processes are followed in the college as per the University rules and regulations and are monitored at the university level for major positions and functions.

It is clarified in detail in the Article 10, which states that the Rector, in accordance with the statute of government purchases, issuance, and project implementation, may pass some of her/his financial authorities, regarding purchases and work assignments, to the University Vice-Rectors, Deans, Heads of Institutes, Heads of Departments, and others in the institutions, provided that deputations graduate in compliance with the assigned persons' terms of reference.

The Dean of the college has the authority only to monitor the expenditure of the allocated budget and reports the same to the Directorate of the Office of the Financial Control. This office is appointed by the University Council, which is responsible for the implementation of the university's budget as per the university rules and regulations.

The Dean, who is the program manager and the heads of departments are involved in the budgeting process by developing and submitting departmental requirements for learning resources, materials and equipment in consultation with their faculty. The departments and the college administrators in the college work on their requirements to submit to the Dean.

Based on the submitted requirements by the respective departments/units the Dean finalizes the budget of the college after obtaining approval from the faculty board.

The directorate of financial control of the university in consultation with the Dean makes sure that the expenditure is limited within the approved budget.

As per the government policy the monitoring of expenditures against the budget is done by the Central Budget Department at the University.

### **Inventory Report**

There is in place a record of inventory for the items purchased and a report is generated every year to track the purchases.

### **Utilization of funds**

They issue appropriate guidelines for the utilization of funds allocated for the college under chapter two of the general budget.

The Directorate of Budget and Planning has developed a questionnaire in this regard for financial management, which is duly answered by the concerned department and sent back to them. This helps them to monitor how well the budget are managed and utilized.

The budget is subjected to external auditing by the General Auditing Bureau of Saudi Arabia. The Auditing Bureau has the authority to perform auditing on the nation's revenues, expenditures, current and fixed assets. It also oversees the utilization and maintenance of these resources in accordance with the Ministry of Finance, Rules & Instructions for adopted budget items.

All issues related to conflict of interest are dealt according to the rules and regulations of the Council for Higher Education (Evidence 8.18: Ministry Policy-Conflict of Interest). The college operates legally and ethically and in accordance to the government statutes and university policies. For each and every order, three quotations from reputed firms will be submitted to the purchase department of the university. At the time when there is a chance of conflict of interest, the person/s concerned is expected to declare his/her interest and abstain from involvement in making decisions.

As a public institution, College of Medicine has no financial carry-forward provision.

## POLICIES AND PROCEDURE FOR FACILITIES AND EQUIPMENT

### **Purpose:**

These policies and procedures aim to provide a system for planning, acquisition and maintenance of facilities and equipment in the College of Medicine.

### **Scope:**

This procedure applies to the College of Medicine.

### **References:**

Council of Higher Education

### **Responsibility:**

- Dean, College of Medicine
- Vice Dean, for Academic Affairs
- Vice Dean for Clinical Affairs
- Vice Dean for E-Learning
- Chairman Laboratory Committee

### **Procedure:**

A structured process is in place in the University of Dammam, for the possession of facilities which comprises tendering processes, procurement procedures, and an invoicing system to document and track procurement.

The college is following the institutional policy for planning, acquisition and maintenance of all its facilities and equipment. Accordingly, all purchase requests for equipment, which are necessary for teaching and training, are processed by abiding to the government and university policies.

The faculty belonging to the college of Medicine is consulted for the required equipment and materials. Likewise, technicians are also consulted for consumables, tools and required maintenance.

A final list is prepared by senior technician from each department at the beginning of each academic year. These lists are endorsed and signed by the chairperson of the department. The lists are collected by the college laboratory committee and sent to the authority concerned.

The committee is formed by the faculty member (Chairman) and technician from each department. The tenders are sent to the departments for final selection.

The general administration of Projects & Public service department is charged with ensuring that facilities and equipment remain in good order and this department is supported by a number of External contractors who provide specialist maintenance and repair services. IT technical Support is delivered by the Deanship of Information & Communications Technology and security systems are in place to protect privacy of institutional information and to guard against externally introduced viruses. A code of conduct has been established relating to inappropriate use of material on the Internet [UOD Code of conduct for use of material on the Internet] and compliance with this code of conduct is checked regularly and any violation is dealt with appropriately.

The planning for acquisition and maintenance needs to be monitored regularly through consultation of end users, faculty staff and students.

The facilities in the college and laboratories are arranged according to universal safety guidelines and practices a laboratory safety committee is in place to ensure safety of laboratories.

All the safety and security related issues documented and reported appropriately.

Each department has a list of devices and instruments available in its laboratory and an annual inventory list is in place and it is revised on a regular basis and kept for future reference.

All the facilities meet the general tests of safety, usefulness, cleanliness, maintenance, health, lighting and compliance as per latest international standards such as *Saudi Building Code (SBC)* by Saudi Building Code National Committee (SBCNC) and *International Building Code (IBC)*, 2006, USA to guarantee the high degree of protection and safety. Cleaning, waste disposal, and environmental management are efficiently carried out by an outside agency naming ‘SRACO’ where the university administration entered into a contract with it.

The University hired a third party which is responsible for the daily cleaning of all the facilities, and in around the college building daily basis at COM.

Special system for waste disposal is followed; potential biohazards and chemical waste products are disposed via a specialized company (SEPCO environment). Remnants of human cadavers are disposed via an official communication between Dean of the College and Head of environmental health.

All the provisions in the laboratories are periodically assessed and a report about the status of the safety in these laboratories generated. Besides this, regular assessments of the condition of all equipment and materials are carried out by the Biomedical Maintenance Department, and preventative and corrective maintenance is provided as required by the vendors.

Security Guards are functioning across the campus who works round the clock within the university Security systems and cameras are in place to ensure safety for both the workers and equipment.

### **Information Technology**

The College of Medicine provides fully equipped study rooms and computing equipment, software and related support services for students. Secure, efficient and effective utilization of the study rooms is ensured.

The privacy of personal and institutional information is protected by highly effective security systems. To protect computers in the university and to aid security, several systems are in place to guard networks and devices from security threats including viruses.



Backup policy is in place to ensure server and data continuity and to maintain the retrieval and restoration of archived information in the event of a disaster, equipment failure, and/or accidental loss of files. However the university policies governing the use of personal computers by students are not known by the students.

# Appendix 1

## Bylaws of Saudi Faculty Affairs

### Article 1

Faculty members include:

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

### Article 2

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

## Appointment and Promotion

### Article 3

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

1. Suggesting the general policy for choosing the lecturers, teaching assistants, language instructors, and assistant researchers, and as well distributing them to departments and colleges.

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

#### **Article 4**

The nominee teaching assistant should have the following qualifications:

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

#### **Article 5**

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

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

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

#### **Article 6**

The nominee assistant researcher should have the following qualifications:

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

#### **Article 7**

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

#### **Article 8**

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

### **Article 9**

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

### **Article 10**

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

### **Article 11**

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

### **Article 12**

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

1. He/she should have an MA or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have at least worked for three years as a lecturer in the university.

3. He/she should have published three research papers (equal three units according to the instructions of promotion) after getting MA. At least one of them should be single-authored. The publication should be consistent with Article 29 of these regulations.

#### **Article 13**

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

1. He/she should have PhD or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have worked at least for four years as an assistant professor.
3. He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

#### **Article 14**

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

1. He/she should have PhD or an equivalent degree from a Saudi university or an acknowledged university.
2. He/she should have worked at least for eight years, at least four of which as an associate professor.
3. He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

#### **Article 15**

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

#### **Article 16**

1. The staff member holding PhD who is transferred to be a faculty member, lecturer or teaching assistant is appointed in the position of assistant professor in his/her PhD major and receives the salary of the first year of the position. If his/her current salary is similar to the salary of the academic rank to which he/she is transferred, he/she gets the salary of the next year in the academic rank of assistant professor. If the salary he/she already receives is higher than the salary of the highest year in the rank of assistant professor, he/she keeps the difference as an allowance until the salary increases by promotion or allowance to be similar to his/her recent salary.
2. If a previous faculty member is to be reappointed, he/she is classified according to the academic position he/she has occupied. He/she is then dealt with according to the previous item.
3. If the transferred staff to the position of a faculty member has experience after getting the required degree, and his/her due salary according to item 1 of this Article is less than what he/she deserves (when the experience is considered), years of experience are considered if they are in the major.

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

#### **Article 17**

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

#### **Article 18**

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

salary of the first year of the position. If his/her salary is similar to or equals the salary of the academic rank when he/she is promoted, he/she gets the salary of the next year in the academic rank.

### **Article 19**

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

- Teaching assistant: Class 8
- Lecturer: Class 9
- Assistant professor: Class 12
- Associate professor: Class 13
- Professor: Class 14

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

### **Article 20**

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

### **Article 21**

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

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



2. He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.
3. These papers should be published or accepted for publication during his/her working as an assistant professor.

#### **Article 22**

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

1. He/she should at least have worked for four years as an associate professor in a Saudi university, or an acknowledged university provided that he/she has at least worked for a year in a Saudi university.
2. He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.
3. These papers should be published or accepted for publication during his/her working as an associate professor.

#### **Article 23**

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

#### **Article 24**

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

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

2. Half of the period if the faculty delegation, scholarship or secondment is not to an academic institution and the work is related to the major.
3. Nothing is considered if the work is irrelevant to the major.

#### **Article 25**

The faculty member is promoted according to the following three parameters:

1. Academic research works.
2. Teaching.
3. University and community service.

#### **Article 26**

The following are the promotion procedures:

1. The faculty member applies for the related department council, and the application form should include:
  - a) A list of academic and professional qualifications, experience and jobs.
  - b) Teaching activities including teaching load.
  - c) A record of university and community service.
  - d) At least five copies of research works presented for promotion, including all required data.
  - e) Any additional data which may be helpful for promotion.
  - f) Any other related documents which may be required by the department council and the college council.
2. The department council studies the promotion application and verifies that all conditions and procedures are met. It suggests submitting the application to the college council including a nomination of at least eight referees in the major.
3. Based on the recommendation by the department council, the college council discusses the application and nominates a number of referees in the major not

less than eight, whether from those already nominated by the department council or others.

4. Based on the recommendation by the department council and the college council, the scientific council discusses the promotion application, and does the following:
  - a) Selecting five referees to evaluate the research papers, whether from those nominated by the college or others. Three of them are basic; the fourth is the first standby and the fifth the second, and their help is requested if needed. At least two of the three basic referees should not be from the university.
  - b) Sending the research papers and data to the referees to be evaluated confidentially by the referees according to the evaluation form prepared by the scientific council.
  - c) Deciding to promote (not to promote) the applicant based on the referees reports and the reports about his/her activities in the fields of teaching, and university and community service.
  - d) If the council decides not to promote the faculty member because of the quality of research work, it should classify the papers as acceptable and unacceptable for future application purposes. However, the new promotion application should at least include one new research paper (one unit) to the candidate of the rank of associate professor and two new research papers to that of a professor.

#### **Article 27**

The faculty member who applied for promotion is evaluated out of 100 grades divided as follows:

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

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

#### **Article 28**

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

#### **Article 29**

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

1. The published research works or those accepted for publication in refereed academic specialized journals. The scientific council determines criteria of accrediting journals of publication.
2. Research papers presented in conferences or specialized symposia if published or accepted for publication. Only one of these is accepted.
3. The published research papers or those accepted for publication in specialized university research centers.

4. Refereed university textbooks and references. Only one of these is accepted.
5. Edited classical books provided that they are refereed. Only one of which is accepted.
6. Refereed specialized books translation. Only one of these is accepted.
7. Refereed books and research papers published by scientific commissions. Only one of these is accepted.
8. Registered patents by commissions acknowledged by the scientific council. Only one of these is accepted.
9. Creative distinguished activity based on rules determined by the university council and recommendation of the scientific council. Only one of these is accepted.

#### **Article 30**

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

#### **Article 31**

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

#### **Article 32**

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

#### **Article 33**

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

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

#### **Article 34**

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

#### **Article 35**

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

#### **Article 36**

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

#### **Article 37**

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

### **Faculty Obligations**

#### **Article 38**

The faculty member should meet the following prerequisites:

1. He/she should have good reputation, be honest and committed to following public rules and regulations. He/she should also avoid all job misconduct or illegal behavior.

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

#### **Article 39**

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

#### **Article 40**

- A) The upper limit of the teaching load of the faculty member and similar staff is as follows:
- 1- The professor: 10 educational units (credit hours).
  - 2- The associate professor: 12 educational units.
  - 3- The assistant professor: 14 educational units.
  - 4- The lecturer: 16 educational units, it may be less than that during his study.
  - 5- The teaching assistant: 18 educational units.
  - 6- The language teacher: 18 educational units.

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

#### **Article 41**

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

#### **Article 42**

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

#### **Article 43**

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

### **Salaries, Allowances and Payments**

#### **Article 44**

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

#### **Article 45**

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



#### **Article 46**

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

#### **Article 47**

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

#### **Article 48**

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

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

#### **Article 49**

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

#### **Article 50**

1. Members of the permanent committees in the universities receive 200 Saudi riyals for each session held during working hours and 300 after work; the total annual allowance should not exceed 6000 Saudi riyals in the fiscal year.
2. The committee should be as follows:
  - a) It should be formed according to the Higher Education Council regulations and procedures.
  - b) It should be formed from more than one member.
  - c) It should be continuous.
  - d) It should be on the university level.
  - e) Some of its members should be high-class staff such as the faculty members who cannot be rewarded by giving them allowances for working after the regular working hours.

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

#### **Article 51**

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

#### **Article 52**

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

#### **Article 53**

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

#### **Article 54**

Faculty members, lecturers and teaching assistants who are specialized in medicine and work in their field may get 70 % of initial basic salary for the first year as a payment for allowance and extra hours of working. With regard to veterinary physicians may get 25 % of the initial basic salary for the first year as a payment for allowance and extra hours of working

#### **Article 55**

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

### **Vacations**

#### **Article 56**

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

#### **Article 57**

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

### **Article 58**

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

### **Article 59**

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

### **Article 60**

The university rector can give the faculty member and similar staffs an unpaid exceptional six-month leave during the period of three years. The university council can extend it to a year maximum.

## **Sabbatical Leave**

### **Article 61**

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

### **Article 62**

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

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

### **Article 63**

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

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

### **Article 64**

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

### **Article 65**

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

## Scientific Consultations

### Article 66

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

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

- b) Being at office during office hours, clinics and laboratories, and computer centers if required.
- c) Sharing in councils and committees required by the university.

## **Attending Conferences, Symposia and Workshops**

### **Article 67**

The faculty member can attend conferences, symposia and work- shops in Saudi Arabia or abroad, according to the following conditions:

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

### **Article 68**

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

### **Delegation**

### **Article 69**

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

### **Article 70**

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

### **Article 71**

The following conditions should be met for a faculty member and similar staff to be contracted by another establishment:

1. He/she should at least have worked for three years in the university, and the university council can exclude some applicants from this condition.
2. Only a faculty member or 10 % of the faculty members of a department can be contracted concurrently in the academic year.



3. Those that have been contracted should spend a similar period before applying again.
4. The absence of faculty member should not affect the teaching process.
5. Any other conditions determined by the university council.

#### **Article 72**

The faculty member may be contracted by one of the following:

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

#### **Article 73**

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

#### **Article 74**

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

Retirement fees should be deducted, and the period of promotion is treated as per Article 24 of these regulating rules.

#### **Article 75**

The decision for a faculty member to be contracted may include performance of some academic tasks such as teaching, scientific supervising and training. However, the university does not bear any expenses due to this.

### **Scientific Communication**

#### **Article 76**

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

#### **Article 77**

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

#### **Article 78**

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

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

## **Transfer**

### **Article 79**

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

### **Article 80**

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

### **Article 81**

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

## **Disciplining**

### **Article 82**

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

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

### **Article 83**

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

### **Article 84**

The university rector may decide to stop a faculty member or similar staff from performing his/her duties if the inquiry necessitates this. However, the suspension period should not exceed three months unless it is decided by the disciplinary committee.

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

### **Article 85**

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

### **Article 86**

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

#### **Article 87**

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

#### **Article 88**

The disciplining committee should follow the following procedures:

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

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

#### **Article 89**

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

1. Warning.
2. Blame.
3. Deduction from the salary provided that the amount is less than the net of a three-month salary, and the monthly deduction should not be more than a third of the salary.
4. Depriving him/her from getting one increment.
5. Delaying the promotion for a year.
6. Separation from work for five years maximum and asking him/her to take another work. This period is not considered for promotion purposes.
7. Dismissing him/her from work.

#### **Article 90**

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

#### **Article 91**

The university rector may attract the faculty member and similar staff attention that he/she does not fulfill his/her duties orally or in a formal letter. The university rector

may blame or warn the faculty member after inquiry including listening to him/her and writing his/her point of view the rector's decision is final.

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

## **Service Termination**

### **Article 92**

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

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

### **Article 93**

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

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

#### **Article 94**

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

#### **Article 95**

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

#### **Rules of Recruiting Part-time faculty**

#### **Article 96**

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

#### **Article 97**

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

#### **Article 98**

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



professor based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council.

#### **Article 99**

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

#### **Article 100**

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

### **Regulating Rules of Encouraging the Distinguished Saudi Staff**

#### **Article 101**

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

1. Ministers, deputy of the ministers and excellent class staff: 1000 Saudi riyals.
2. Faculty members from other universities:
  - a) Professors: 400 Saudi riyals.
  - b) Associate professors: 350 Saudi riyals.
  - c) Assistant professors: 300 Saudi riyals.
3. Administrative staff:
  - a) Class 14 and 15: 400 Saudi riyals.
  - b) Class 13: 350 Saudi riyals.
  - c) Class 12: 300 Saudi riyals.
  - d) Class 9, 10 and 11: 250 Saudi riyals.
4. Educational staff:

- a) Class 6: 250 Saudi riyals.
  - b) Class 5: 200 Saudi riyals.
  - c) Class 4: 150 Saudi riyals.
5. Military staff:
- a) First major general: 1000 Saudi riyals.
  - b) Major general and general: 400 Saudi riyals.
  - c) Brigadier and colonel: 350 Saudi riyals.
  - d) Major and captain: 300 Saudi riyals.
  - e) First-lieutenant and lieutenant: 250 Saudi riyals.
6. Pensioners: It depends on their academic degrees, positions or military rank before retiring.
7. Non-public employees:
- Keeping in mind the previous regulating rules of encouraging the distinguished staff not working in the university to teach, the university council determines their payments which should not be more than the salary of the first year of the rank of assistant professor based on a recommendation by the department council, the college council and the scientific c council, and the approval of the university council.

## **Article 102**

If a faculty member or another similar staff receives the payment determined in Article 101 and comes from a place outside the university or its branches location, he/she gets a round air ticket, delegation allowance, or the university pays for the expenses of his/her accommodation, transport and living during the period of residence.

## **General Rules**

## **Article 103**

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

#### **Article 104**

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

#### **Article 105**

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

## Appendix 2

### Tables of salaries and allowances

**Table 1**

**Faculty Members, Lecturers, Language Teachers  
& Demonstrators**

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

### Appointment Conditions

#### Assistant Professor

Appointment to this post will be to those with a PhD or its equivalent or those who obtained the title from a university recognized by the employee's university.

#### Associate Professor

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

## **Professor**

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

## **Lecturer**

Selection of a lecturer requires that the employee should have obtained a master degree or an equivalent degree and he will be appointed on the first step of the salary scale unless:

1. The lecturer is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The lecturer is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.
3. The lecturer is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale.

## **Language Teachers**

The appointee to teach a foreign language should have one of the following qualifications:

1. A bachelor degree in the language which he is going to teach with a minimum grade of Good, a diploma in teaching a foreign language and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.
2. A bachelor degree in the language which he is going to teach with a minimum grade of Good and work experience of no less than three years.

3. A Master's degree in the language which he is going to teach and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.

### **Demonstrator**

A demonstrator will be appointed on the first step of the salary scale unless:

1. The demonstrator is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The demonstrator is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.
3. The demonstrator is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale.
4. It is conditional that a demonstrator to be appointed should have a bachelor degree with a minimum grade of Very Good.

**Table 2**

### **Researchers, Assistant Researchers & Technicians**

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

## Appointment Conditions

Appointments will be made according to the following conditions:

**First Grade:** PhD in the required specialty or its equivalent with a minimum studying period of three years after obtaining a bachelor degree.

**Second Grade:** Master degree in the required specialty or its equivalent

**Third Grade:** Bachelor degree in the required specialty or its equivalent.

The employees will be appointed on the first step of the salary grade with the exception of those who graduated from a college of engineering, pharmacy or applied medical sciences who will be appointed on the second step of the scale; those who graduated from clinical pharmacy who will be appointed on the third step; and those who graduated from medicine or dentistry who will be appointed on the fourth step of the scale. Those who are appointed as a researcher, assistant researcher or technician should have obtained a bachelor degree or its equivalent with a minimum grade of Very Good. The University Council can at its discretion accept a grade of Good.

### Table 3

#### Salaries of Physicians

Qualification	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
<b>MBBS</b>	4000	200	7000	400	A salary of 3 months (total should not exceed 25000 SAR)
<b>MBBS + a diploma of no less than one year</b>	4300	220	7600	400	
<b>MBBS + master</b>	4600	250	8350	400	
<b>MBBS + PhD</b>	5500	300	10000	500	

## Instructions for Table of Salaries for Physicians

When estimating salaries according to the above table, the following should be observed:

- a. A Bachelor Degree in medicine is considered only when it has been obtained after six years of study with one preparatory year. A Bachelor Degree in dentistry is considered only when it has been obtained after five years of study with one preparatory year.
- b. The years of experience which will be counted for estimation of the salary will include only those years spent in governmental or university hospitals or recognized public hospitals. The year of internship year or years of experience gained in a private clinic or unrecognized private hospital will not be counted.
- c. The physician will be entitled to a full salary provided that he is dedicated full time to government work in addition to three hours per day of additional work.
- d. A contracted physician should have no less than two years practical work experience with the exception of cases where such a condition cannot be implemented.
- e. Physicians who are Professors, Assistant Professors and teachers who have experience as university faculty members will receive two months' additional salary at the end of each year.
- f. The regulations guiding a physician's salary scale is also applicable to a coroner.