

Kingdom of Saudi Arabia  
Ministry of Higher Education  
Najran University

# **The Organizational Manual**

**Prepared by**

**The Deputy rectorship for Development and Quality**

**(Third Edition)**

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Another further stride towards growth and development at Najran University, here is the university represented by its Deputy rectorship for Development and Quality has launched its third edition of its *job hierarchy* as well as its *Organizational Manual* to stabilize the concept of institutional work based upon planning and mutual consultation.

Proceeding from that the Deputy rectorship has drawn up a strategic plan for this purpose, namely, the Quality Plan of the University. Of the most important projects was the preparation of the *Organizational structure and manual of the University* within the framework of other projects for development and quality of academic and administrative aspects.

To fulfill this aim, the Deputy rectorship has essentially drawn on the manual of authorities, which we issue at the beginning of every Hijra year. Then the administrators and officials in charge at the Deputy rectorship embarked on reviewing, modifying, and editing until the Manual has seen light in the form that is in your hands.

Finally, I would like to extend my thanks to the entire team members at the deputy rectorship for Development and Quality for their strenuous efforts. I invoke Allah the Almighty that this Manual may turn out to be a reference that is of benefit to all those who work at the University.

## Introduction:

Najran University seeks to carve out a pioneering role in its various activities: educational, administrative, and technical – as well as in its research activities. Stemming from the importance of the aspects of organization in fostering such an endeavor, the *Organizational Manual* was issued. The manual allocates the responsibilities for every unit in the Organizational Structure of the University. It clarifies the academic, administrative and financial authorities of the decision-makers at the University. It is actually based on what Higher Education rules and regulations stipulate. It is also based upon the executive rules and regulations of the University, the administrative jurisdictions and authority in the educational units and executive departments as well as the passed decisions in this regard, in order to organize the work of the academic and administrative units at the University in such a way as to fulfill their vision and to implement their aims.

In order to avoid any confusion or misunderstanding regarding the organizational aspects, the Manual has at many points depended on the rules and regulations that pertain to the institutions of Higher Education in the Kingdom, which are represented by the following:

1. The rules and regulations that pertain to the regulation system of the Council of Higher Education and Universities, which were issued by the Royal Decree No. M/8 dated 4/6/1414 AH (see appendix No.1).
2. The rules and regulations that organize the financial affairs at the universities which were issued by the decision of the Council of Higher Education No.6/2 made in the second session of the

council on 11/6/1416 AH, and crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister, and the Chairman of the Council of Higher Education by sending the directed telegram No.(7/B/9045) dated (27/6/1416 AH) (see appendix No.2).

3. The consolidated rulings of the Internal Audit Units in the governmental bodies and public establishments which were issued by the resolution of the respected Cabinet No.129 dated 6/4/1428 AH (see appendix No.3).

**The Manual includes two main axes: the first pertaining to description of leading academic posts at the University, while the second pertaining to the description of administrative posts. Both were presented as follow:**

### **First: Academic Leading Posts**

The rules and regulations of the Council of Higher Education and the Universities, which were issued by the Royal Decree No. M/8 dated 4/6/1414 AH, made the general outline for organizing work at Universities and choosing the academic leaderships (see appendix No.1). Pursuant to the above rules and regulations, and in reference to the articles listed in the rules, the description of the leading posts in Najran university goes as follows:

## The University Council

<b>Description</b>	According to <b>Article No. 19</b> of <i>the rules and regulations of the Council of Higher Education and Universities</i> (henceforth <b>RCHEU</b> ), the University Council shall comprise the following: <ol style="list-style-type: none"><li>1. Minister of Higher Education (Chairman).</li><li>2. Rector of the University (Vice- Chairman).</li><li>3. Vice-Rectors of the University.</li><li>4. Secretary General of the Council of Higher Education.</li><li>5. Deans.</li><li>6. Three well-experienced people to be appointed by the Minister of Higher Education for three years.</li></ol>
<b>Affiliation</b>	The University Council reports to the Minister of Higher Education.
<b>Responsibilities</b>	Article No. 20 (of RCHEU) stipulates that the University Council shall be in charge of the academic, administrative, and financial affairs, as well as, the implementation of the general policy of the University. It is in authority of the Council to do the following particularly: <ol style="list-style-type: none"><li>1. Approve the training and scholarship plan.</li><li>2. Put forward proposals to establish faculties, institutes, departments, research centers and supportive deanships; and bring forward to modify, subsume or cancel them.</li><li>3. Approve academic specialties and graduate studies programs.</li><li>4. Confer academic degrees upon graduates of the university.</li><li>5. Confer honorary Ph.D. degree.</li><li>6. Provide a detailed academic calendar, within the</li></ol>

general framework of the dates for the commencement and the termination of study, and fixing the dates for vacations in between.

7. Approve employee secondment, have others temporarily seconded (by *nadb*), delegate others on academic missions, grant them sabbatical leave, and terminate their services pursuant to the relevant regulations.

8. Approve curricula and plans, as well as textbooks, and the references upon the proposal of the Councils of the respective Colleges and institutes.

9. Propose remuneration, allowances and all sorts of aid for students.

10. Approve the draft budget of the University, and submit it to the Minister of Higher Education.

11. Ratify the University bylaws, provided that this would not incur any financial increment or result in upgrading of position.

12. Recommend or modify the University regulation.

13. Discuss the Annual Report as a preliminary step towards its submission to the Council of Higher Education.

14. Assign the sums of money to be allocated to each College, Institute, Supportive Deanship, and independent Research Center to expend of within the Financial Regulation.

15. Discuss the Final University Statement of Account as a preliminary step towards its submission to the Prime Minister.

16. Sanction the University Extracurricular- Activity plans.

	<p>17. Make a clear-cut, definite decision concerning the appointment of faculty members upon the recommendation of the Scientific council.</p> <p>18. Accept contributions, donations, legacies, and things of the like – provided that this would not contradict with the fundamental purpose for which the University has been established.</p> <p>19. Lay down the rulings setting off students who are on a visit and those who are transferred from, and to, the University.</p> <p>20. Look into the issues referred to the Council by the Minister of Higher Education, the University Rector, or those issues which any member of the Council proposes that they be looked into.</p> <p>It is also for the Council to form permanent or provisional committees from the Council members or others to look into whatever has been referred to them.</p>
<p>Council Organization</p>	<p>Articles No.21 &amp; No.22 (of RCHEU) stipulate that the Council should be organized as follows:</p> <p><a href="#">Articles No.21 (of RCHEU):</a></p> <p>The Council is to convene upon the Chairman’s call at least once a month. The Chairman may also call for a Council meeting if need be; he should also call for a meeting if one third of the members have submitted to him a written request to this end. The Minister of Higher Education may ask, before the convening of the Council that a certain issue be included on the agenda or postponed. The Council meetings may not be valid unless</p>

	<p>at least two thirds of the members have attended them. Upon the nomination of the Council and the approval of the Chairman, a member of the Council is to be the Council Secretary.</p> <p><a href="#">Article No.22 (of RCHEU):</a></p> <p>The Council decisions are to be made by the vast majority of the votes of those who are present. If the votes <i>for</i> the decision happen to be equal to those <i>against</i> it, then the Chairman’s side is to be tilted.</p>
<b>Rector of The University</b>	
<b>Description</b>	<p><a href="#">Article No.23 (of RCHEU):</a></p> <p>The Rector of The University is appointed and relieved of his duties by a Royal Decree upon the nomination of the Minister of Higher Education. He shall be appointed on the Excellent Rank. The rulings pertaining to officials who have attained the Excellent Rank are to apply to him. In conformity with Article No.24 (of RCHEU), he is to be held responsible for the administration and the management of the University affairs.</p>
<b>Affiliation</b>	He reports to the Minister of Higher Education.
<b>Responsibilities</b>	<p>The responsibilities entrusted to the University Rector are mentioned in articles No's. 24 &amp; 25 (of RCHEU)</p> <p><a href="#">Article No.24 (of RCHEU):</a></p> <p>The University Rector is held responsible before the Minister of Higher Education in accordance with this regulation. He is to administer the academic, administrative, and financial affairs. He is also to supervise the implementation of its regulations as well as its rulings, the resolutions of the Council of Higher Education, the</p>



	<p>University bylaws, and the resolutions of its Councils. He is to represent the University in meetings with other governmental bodies. He may delegate some of his authorities to someone else.</p> <p><b>Article No.25 (of RCHEU):</b>  The University Rector is to submit to the Minister of Higher Education a report about the University affairs and the aspects of its activities for every academic year by the fourth month of the next academic year (this is in accordance with the main points laid down by the Council of Higher Education). The report has to be sanctioned by the appropriate University Council. The Minister of Higher Education is then to refer the report to the Council of Higher Education, where it is to be discussed in the First Session in preparation for its submission to the Prime Minister.</p>
<p><b>Affiliated Departments</b></p>	<p>The following are organizationally connected with the University Rector:</p> <ul style="list-style-type: none"> <li>- The University Vice-Rectors.</li> <li>-The Faculty Deans.</li> <li>- The Dean of the Deanship of faculty members and personnel affairs</li> <li>- The University Branch in Sharora.</li> <li>- The Students’ Fund at the University (which is in the custody of the Dean for Students Affairs).</li> <li>- General director of financial affairs.</li> <li>- The Financial controller.</li> <li>- The Legal Department.</li> </ul>

	<ul style="list-style-type: none"> <li>- Projects Department.</li> <li>- The Unit of internal audit.</li> <li>- The Follow-up Department.</li> <li>- University rector's office.</li> </ul>
<b>The University Vice-Rectors</b>	
<p style="background-color: #cccccc; padding: 2px;">Description</p>	<p><a href="#">Article No. 26 (of RCHEU)</a> stipulates that the University Vice-Rectors may be appointed as follows:</p> <ol style="list-style-type: none"> <li>1. Every University should have one Vice-Rector or more. Their number is determined by the Council of Higher Education. They should be selected from the faculty members, those who have attained at least the academic rank of Associate Professor.</li> <li>2. The Vice-Rector is charged with his responsibilities and is displaced by a Resolution of the Council of Higher Education upon his nomination by the Rector of the University and the approval of the Minister of Higher Education. He is to be in charge of his position for three years, which is renewable two times.</li> <li>3. The Vice-Rector is to be granted the First degree of rank 15 as well as the merits allocated to those on the same degree and rank. If his salary according to the teaching staff cadre happens to be greater than the First Degree salary, then he is to be paid his salary plus</li> </ol>

	<p>whatever allowances or promotions he deserves even if this should exceed the final degree on rank 15.</p> <p>4. When the Vice-Rector leaves office, he is to be paid out his salary in accordance with his academic Rank. If it should be less than what he had been paid when he was in office, then the difference has to be paid to him until there is no difference owing to allowances and promotions.</p> <p>5. During his office, a Vice-Rector shall be granted the allowances and promotions in accordance with the regulation pertaining to the University faculty members.</p>
<p><b>Affiliation</b></p>	<p>They report to the Rector of the University.</p>
<p><b>Responsibilities</b></p>	<p><a href="#">Article No.27of (RCHEU)</a> points out that the Vice-Rectors should assist the University Rector with the management of the university affairs. The rulings specify their authorities. When the University Rector is absent or when the position of University Rector falls vacant, the senior Vice-Rector (in case there are three or more), the senior is to deputize for him.</p> <p>In view of the fact that Najran University has four Vice-Rectors, we will take up the units that are organizationally connected with each deputy-rectorship in the order presented in the Organizational Structure of Najran University. They are presented as follows:</p>
<p><b>The University Vice-Rector</b></p>	

<p>Description</p>	<p>The University Vice-Rector is responsible for assisting the Rector of the University with the management of the University administrative and financial affairs. Besides, he is to supervise the activity of the departments connected to him, to propose the procedures that can guarantee the upgrading of their status, and to provide their requisites, ensuring that their performance is going on perfectly.</p>
<p>Affiliation</p>	<p>He reports to the University Rector.</p>
<p>Responsibilities</p>	<p>Of his responsibilities, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Make sure that administrative, technical and academic work is going on quite smoothly in all the Deanships and Departments connected to him.</li> <li>2. Supervise directly the plans that pertain to the Deanship of the Community Service and continuing education, and to seek to present academic and practical programs that underscore such service.</li> <li>3. Seek to develop the role of the use of information technology in the university; follow up the achievements of the Committee that has been formed for this purpose; inquire of his counterparts in other universities to benefit from any plans or programs which they may recommend for Najran University.</li> </ol>

4. Contact his counterparts in ministries and governmental bodies and to exchange views with them on issues within their domains.
5. Grant ordinary as well as urgent leave to the deserving employee of various departments reporting to him; and notify the General Administration for Faculty members and personnel to complete the regular procedures.
6. Grant exceptional leave to deserving University employees and notifying the General Administration for Faculty Members and personnel to complete the regular procedures.
7. Permit the signing of the supply, maintenance, and operation contracts as well as IT programs and Engineering consultations for a maximum sum of one million SR, after ascertaining the availability of the credit for that purpose and keeping in mind the authorities and jurisdictions of the committees concerned.
8. Permit the purchase on the spot for a maximum sum of no more than 500,000 SR after ascertaining the availability of the credit for it and keeping in mind the authorities and jurisdiction of the committees concerned.
9. Permit the commissioning of a member of the University personnel whose work is needed and requires that he do work after office hours for a maximum of ten days a month; likewise, the commissioning of someone whose work is needed

outside the University for five days only (with the exception of employees who are directly connected with the University Rector), after ascertaining the availability of the credit for that and reserving the credit required.

10. Supervise the process of archiving and saving all documents related to University properties, both land and real estate. That also includes recommending what facilities and properties may be rented and terminating the leases.

11. Put the University cars under surveillance so that the Deputy-rectorship could coordinate among the University cars which are coming and going, and the delivery of cars for certain purposes/ preparing the vehicles needed for tours; receiving and delivering cars as dictated by the regulation and the circumstances; providing everything that helps to keep the University vehicles working in good condition.

12. Supervise the Security and Safety procedures for all University sites, installations, possessions, and individuals, using all means required for the task of organizing traffic in all university locations; determining the manpower needed for the tasks, and seeking to develop them.

13. Supervise the data collection, the organization of statistical tables concerning the faculty members and staff, the students, the graduates, the scholarship students, academic

	<p>grants, the University libraries and student services.</p> <p>14. Send invitations to contacting companies and institutions about going in for general competition as specifically related to work that is conducive to safety and security, operation, maintenance, sanitary hygiene, and agriculture through coordination with the General Administration of Financial Affairs.</p> <p>15. Evaluate the job performance of personnel of the administrative Units connected with him.</p> <p>16. The Vice-Rector of the University is to act for the General director of financial affairs when absent.</p> <p>17. The Vice-Rector of the University is to act for the Vice-Rector for Graduate Studies &amp; Research in his absence. When they are both absent, the Vice-Rector for Development and Quality shall act for them. In case the latter is absent too, the Vice-Rector for Academic affairs shall act for all of them.</p>
<p>Follow-up Units</p>	<p>The following units are organizationally connected with the Vice-Rector of the University:</p> <ul style="list-style-type: none"> <li>- Deanship of Preparatory Year.</li> <li>- Deanship of Electronic Learning &amp; Distance Education.</li> <li>- Deanship of Community Service &amp; Continuing Education.</li> </ul>

	<ul style="list-style-type: none"> <li>- Deanship of Admission and Registration.</li> <li>- Deanship of Students' Affairs.</li> <li>- Supervisor of girls' colleges.</li> <li>- Deanship of Communications and Information Technology.</li> <li>- Department of Public Relations &amp; University Media.</li> <li>- Department of property and University Endowments.</li> <li>- Documents and Correspondence system department.</li> <li>- Services beneficiaries Department.</li> <li>- Statistics and Information Unit.</li> <li>-University Web Site.</li> <li>- Support services general department and its connected departments: <ul style="list-style-type: none"> <li>• <i>Transportation department.</i></li> <li>• <i>University Housing Department.</i></li> <li>• <i>Safety &amp; Security Department.</i></li> <li>• <i>University facilities and maintenance department.</i></li> <li>• <i>Faculty Members &amp; personnel Club.</i></li> </ul> </li> <li>- Vice- rector's office.</li> <li>-The Editorial Board of the <i>Sada Al-Jami'ah (University Newsletter)</i>.</li> <li>-The Committees which the general interest of the university would require him to preside over.</li> </ul>
<b>Vice- Rector for Graduate Studies and scientific Research.</b>	
Description	The Vice-Rector for Graduate Studies and



	<p>Research is responsible for assisting the University Rector with the Graduate Studies and Research Affairs. He is to supervise the business of the Departments connected with him. He is to ensure that their needs are met and that their performance is as good as possible.</p>
Affiliation	<p>He reports to the University Rector.</p>
Responsibilities	<p>The Vice-Rector for Graduate Studies &amp; Scientific Research seeks to achieve the aims of the University within the domains of Graduate Studies and Research. Of the other responsibilities entrusted to him, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Supervise the administrative, technical, and academic business in the Deanships and Departments connected with him, and to do his best to promote their performance.</li> <li>2. Supervise the setting of Graduate Studies Plans and their Programs, Research and Research Centers as well as Research Chairs; and to seek to propose the executive rulings for the Regulations to be implemented.</li> <li>3. Contact leading Consultations Centers and other such institutions in the manner in which research-based consultative studies in the domain of graduate studies at this very period of growth of the nascent Najran University can be conducted; and to figure out the expenses or the remuneration that the studies would require in</li> </ol>

terms of the regulations governing them.

4. Seek to enable the University to benefit from the massive scientific information vessels; to have the University connected, within regulations, to the above information via available technical channels, and acting on the regulations as well as the directives that specifically organize them.

5. Shed light on any academic activity that is directly related to any of the academic societies to which the University has made a contribution; explore expedient ways for subscribing to as many of these societies as possible; and consider the prospects that the University is looking forward to, namely to adopt selected academic societies whose sponsorship would be an asset. That would make an enormous stride towards consolidating its specializations and furthering its academic and educational mission.

6. Set plans for translation and Arabicizing and seek to coordinate efforts made by the parties concerned and the relevant academic departments.

7. Arrange for the participations of the University in conferences and symposia held both inside the Kingdom and abroad; follow up the nomination of presenters, and receive applications for nomination; put into practice the directives already issued in this regard and forward the file to whom it may concern before the nominee

pursues the mission.

8. Evaluate the job performance of personnel in the Units and Departments connected with the Vice-Rector.

9. Ratify granting ordinary leave as well as urgent leave to the employees of the Deanships and Departments connected with him and notify the General Department for Faculty Members and Personnel Affairs for the completion of the regular procedures.

10. Permit the signing of the supply, assemblage, maintenance, and operations after ascertaining the availability of the credit for that while keeping in mind the authorities and jurisdiction of the committees concerned.

11. Permit the purchase on the spot for a maximum sum of no more than 500,000 SR after ascertaining the availability of the credit for that while taking into consideration the authorities and jurisdiction of the committees concerned.

12. Permit the commissioning of a member of University employee whose work requires that he do work after office hours for only ten days in a month; likewise, the commissioning of someone whose work is needed outside the University for only five days (with the exception of employees who are directly connected to the University Rector) and after ascertaining the availability of the credit for that and reserving the credit.

13. Agree to cut short a faculty member leaving of those who have a full load during the summer term.

14. Carry on the meticulous execution of the training program, whether they are those that are executed within the University or they are commissioned to specialized training teams in accordance with a special training course contract upon the agreement of the one that has the authority, and after referring them to the specialized authority for the endorsement of the payout orders for scholars and trainees. Reports on the payout orders must be written up concerning the progress of the scholar and trainee in the program.

15. Contact his counterparts in Ministries, Governmental bodies and cultural attaches concerning issues that are within his domain.

16. Issue executive resolutions for the appointment of demonstrators, lecturers, and staff members, as well as their promotions, their delegation and training decisions, and their file cancellation.

17. Issue executive resolutions concerning the sabbatical for faculty members.

18. Follow up the recruitment files concerning contracts with needed faculty members; keep coordination with the Deans of Faculties, starting from the preliminary procedures and ending with

	<p>the execution of the contract and the contact with the relevant authorities in the Kingdom as well as abroad according to the directives to the case.</p> <p>19. Closely supervise the setting of academic and practical plans to upgrade the level of libraries at the University and to adopt the appropriate means that would provide them with books and periodicals and other forms of information receptacles through coordination with other authorities specialized in this respect.</p> <p>20. Approve teaching extra hours and sign contracts with cooperative teachers from outside the University.</p> <p>21. Agree to the decline of the Deans of Faculties to renew the contracts of non-Saudi members of the Teaching Staff upon having duly completed their contracts; grant the permit to leave (in accordance with the directives in this concern, while complying with the stipulation of <b>Article No. 48</b> of (RCHEU) of the Rulings Organizing the Appointment of non-Saudis in Saudi Universities) during the official vacations assigned to students.</p> <p>22. The Vice-Rector for graduate studies and research acts for the Vice-Rector of the University when the latter is absent; when they are both absent, the Vice-Rector for Development and Quality; when he is absent, too, the Vice-Rector for Academic affairs acts for them all.</p>
<p>Affiliated Units</p>	<p>Connected to the Vice-Rector of graduate studies</p>

	<p>&amp; scientific research are the following:</p> <ul style="list-style-type: none"> <li>-- Secretariat of University Council.</li> <li>--The Scientific Council;</li> <li>--The Deanship of graduate studies;</li> <li>--The Deanship of scientific Research.</li> <li>--The Deanship of Library Affairs.</li> <li>--Research Centers.</li> <li>--Research Chairs.</li> <li>--The Institute for Studies and advisory Services.</li> <li>-- Scientific associations.</li> <li>--Scholarship missions and training department.</li> <li>-- Cooperation and International Agreements Unit.</li> <li>--Translation and Publishing center.</li> <li>--Science and Technology Unit.</li> <li>--Vice rector's office.</li> <li>--The standing committee of scholarships and training.</li> <li>--The standing committee of demonstrators, lecturers, language instructors and teaching assistants' affairs.</li> <li>--The committees which the general interest of the university would require him to preside over.</li> </ul>
<b>The Vice-Rector for Development &amp; Quality</b>	
Description	He is the one responsible for assisting the Rector of the University with the management of

	<p>everything related to Development and Quality at the University. He is to put forward programs for developing all aspects of activities. He is to follow up the academic as well as the administrative performance. More specifically, he is to supervise the activities of the Departments reporting to him; to propose the procedures that will improve their progress; to seek to provide them with their needs; and to ensure that they are operating efficiently.</p>
Affiliation	<p>He reports to the Rector of the University.</p>
Responsibilities	<p>The Vice-Rector for Development &amp; Quality is to undertake the main responsibility of planning to achieve remarkable academic and administrative development, which is conducive with training and the inculcation of the concept of Quality to improve performance involving all aspects of the University business.</p> <p>Of the other responsibilities entrusted to him, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Form provisional consultative committees to contribute to development and Quality.</li> <li>2. Institute workshops and training courses in Development and Quality, the expenses to be paid out in conformity with the University Council Resolution No. (3 –3-- 1428/ 1429) dated 11/01/1429 without having to revert to the University Rector.</li> </ol>

3. Form team groups for preparing strategic plans in the colleges, to supervise their performance and to give them technical support.
4. Conclude contracts with consultative parties for reviewing all stages of the University Strategic Plan through mutual consultation and coordination with the University Rector.
5. Provide the credit for the expenses of the instituting and furnishing of offices for Development and Quality Units in the colleges and Deanships in conformity with the standards specified by the Deputy rectorship in coordination with the Deans concerned.
6. Validate the proceedings of the Development and Quality meetings in the colleges and Supportive Deanships.
7. Permit official personnel whose know-how is needed to do a particular task over working hours for a maximum of ten days per month; likewise, to permit a personnel official, whose know-how or expertise is needed, to do work outside the university for only five days; after having ascertained the availability of the credit.  
Note: those who are directly connected with the University Rector should not be commissioned to outside work.
8. Permit the purchase on the spot of commodities for a sum not exceeding 500,000 SR, after having ascertained the availability of the



credit for that, and noted the specialization of the Committees concerned.

9. Permit the signing of the Supply, Assemblage, Maintenance, & Operation Contracts, as well as those of IT Programs and Engineering Consultations for no more than one million SR.

10. Elucidate the mechanism in which the cultural concept of Quality may be disseminated so that faculty members, administrators, and students should all be alerted to the importance of it.

11. Adopt the mechanism of internal and external reviewing of the academic program.

12. Follow up the process of developing the academic programs and analyzing Annual Reports pertaining to these programs in conformity with the criteria of the NCAAA and other standards commonly known in this practice.

13. Follow up the execution of the strategic plan of the University and all the procedures and mechanisms pertaining to it in coordination with the University Rector and specialized committees.

14. Support University administration in designing its Organizational Structure and the preparation of the Job description manual.

15. Offer consultations and conduct strategic studies and developmental research that would contribute to promoting the quality of performance of administrative and academic units of the University.

16. Formulate bylaws governing internal follow-up of Quality systems in all academic and administrative Units of the University.
17. Follow up the implementation of the developmental plans for the educational process and ensure its progress within the colleges and deanships concerned.
18. Participate in setting policies and strategies of non-traditional approaches (like electronic learning and distance education), and to extend technical support to developmental plans in this area.
19. Cooperate and coordinate efforts expended by the National Commission for Academic Accreditation and Assessment "NCAAA" in the domains of development and quality and to take all steps and administrative procedures in this respect.
20. Regulate mechanisms and programs that are appropriate for developing the skills of the academic and administrative staff of the University.
21. Setup policies, mechanisms, and indexes for the assessment of the academic and administrative quality, and offer feedback.
22. Set up policies and executive mechanisms for following up the University graduates, both males and females, with the cooperation of the Deputy rectorship of academic Affairs to develop their

	<p>academic and vocational skills.</p> <p>23. Agree to grant ordinary and urgent leave to deserving employee of the Departments linked to him, and to notify the General Administration of Faculty Members and personnel, in order to complete the procedures.</p> <p>24. Contact his counterparts in ministries and governmental bodies concerning that which falls within his work.</p> <p>25. Evaluate the job performance of the employees in the administrative units connected with him.</p> <p>26. The Vice-Rector of Development and Quality deputizes for the Vice-Rector of the University for academic Affairs when he is absent; in case both of them are absent, the Vice-Rector of Graduate Studies and Research deputizes for both of them; when the three of them happen to be absent, the Vice-rector of the University deputizes for all of them.</p>
<p>Affiliated Units</p>	<p>The following are offices organizationally reporting to the Vice-Rector of the University for Development and Quality:</p> <ul style="list-style-type: none"> <li>-The Deanship of Quality and Development, and the units connected to it.</li> <li>-the Consultants of the Deputy rectorship.</li> <li>--Performance measurement Unit.</li> <li>--the Administrative development department.</li> <li>-- Vice rector's office.</li> </ul>

	-- The committees which the general interest requires him to preside over.
<b>The Vice-Rector for Academic Affairs</b>	
Description	The Vice-Rector for Academic affairs is responsible for assisting the University Rector with the management of whatever is related to education and the educational process. He is to supervise the departments connected to him, to provide them with their needs and recommend what can enhance their performance.
Affiliation	He reports to the Rector of the University.
Responsibilities	<p>The followings are some responsibilities entrusted to the Vice-Rector for Academic affairs:</p> <ol style="list-style-type: none"> <li>1. Supervise the academic affairs in the colleges.</li> <li>2. Prepare field studies regarding the obstacles that hinder the progress of academic performance; put forward the appropriate solutions for the hindrances and to follow up the implementation of the solutions.</li> <li>3. Supervise the administrative, technical and academic work in the Deanships and Departments connected to him and to seek to upgrade them.</li> <li>4. Evaluate the performance of the employees in the units and Departments connected to him.</li> <li>5. Grant ordinary and urgent leave to deserving personnel members in the Deanships and Departments connected to him; and notify the</li> </ol>

General Administration for Faculty Members and personnel Affairs for completing the regular procedures.

6. Permit the signing of the Supply, Assemblage, Maintenance, and Operation contracts, as well as the programs of IT and those of engineering consultations for a sum that does not exceed one million SR.

7. Permit the purchase of commodities on the spot for a sum that does not exceed 500,000 SR, after ascertaining the availability of the credit and noting the specializations of the committees concerned.

8. Permit a member of personnel if he is needed outside working hours for a maximum of ten days per month; likewise, give permission to others if they are needed to work outside the university for only five days, after ascertaining the availability of the credit. (The permission does not apply to those who are directly connected with the University Rector).

9. Contact his counterparts in ministries, governmental bodies and cultural attaches concerning the domains which fall within his work.

10. Keep in touch with the deans of colleges and the deanships connected to him to look into ways for developing performance and to review the programs, the academic and the study plans;

	<p>present specialized studies for extending the academic disciplines and the departments; put forward the number of students that may be admitted into the colleges in accordance with the capability, and the needs of community; recommend textbooks and references needed by the faculties to facilitate the educational process at the University level; and coordinate between the colleges in all the aforementioned.</p> <p>11. Supervise the allocation of the teaching loads to the staff members, and to conduct the necessary study or analysis so that the loads are in accordance with the regulations and the bylaw.</p> <p>12. Recommend the recruitment of knowledgeable widely-known personalities, who are willing to cooperate with the University in giving public lectures, and arrange to settle their outstanding remuneration.</p> <p>13. The Vice-Rector for Academic affairs acts for the Vice-Rector for Development and Quality when he is absent; when they are both absent, the Vice-Rector of the University deputizes for both of them; when the three of them are absent, the Vice-Rector for Graduate Studies and Scientific Research deputizes for them.</p>
<p>Affiliated Units</p>	<p>All the colleges of the University are academically connected to the Vice-Rector for Academic affairs; in addition, some other units are also connected:</p> <ul style="list-style-type: none"> <li>- College of Sharia and the Fundamentals of</li> </ul>

	<p>Religion.</p> <ul style="list-style-type: none"> <li>- College of Engineering.</li> <li>- College of Medicine.</li> <li>- College of Pharmacy.</li> <li>- College of Dentistry.</li> <li>- College of Applied Medical Sciences.</li> <li>- College of Nursing.</li> <li>- College of Computer Science &amp; Information Systems.</li> <li>- College of Administrative Sciences.</li> <li>- College of Education.</li> <li>- College of Arts &amp; Science In Najran.</li> <li>- College of languages.</li> <li>- College of Arts &amp; Science In Sharoura.</li> <li>- College of Community.</li> <li>-The Alumni follow up Unit.</li> <li>- Unit of academic advising.</li> <li>-Educational university hospital.</li> <li>-Vice-rector's office.</li> <li>-Committees that the General interest requires him to Preside over.</li> </ul>
<b>Secretariat of the University Council</b>	
<p style="background-color: #cccccc; padding: 2px;">Description</p>	<p>The Secretariat of the University Council seeks to arrange for the University Council meetings, to promulgate its Resolutions to whom it may concern. In accordance with <b>Article No. 21</b> (RCHEU) a member of the Council is to assume its Secretariat Chairmanship upon nomination of the Council and approval of the Chairman.</p>

Affiliation	The Secretariat of the University Council reports to the Vice-Rector for Graduate Studies and Scientific Research.
Responsibilities	<ul style="list-style-type: none"><li>-- Receive the topics to be presented before the University Council after ascertaining that each topic has the rationale.</li><li>-- Prepare the agenda for the Council as well as the topics to be presented for examination and discussion; communicate all this to the Council members.</li><li>-- Send invitations to the Council members to attend the Council meeting.</li><li>-- Notify the authorities concerned (e.g. the Public Relations Department; University media) of the time for the meeting to arrange for venues for the sessions; make sure that all needed things are there, equipment is complete, and the tools necessary for the meeting are also there.</li><li>-- Prepare the proceedings of the sessions for printing; follow up the process of printing; have the proceedings signed by all the Council members; and finally get through with the routine procedures, classify them under certain categories for easy access to the information they contain when one is in need of reverting to them.</li><li>-- Submit the proceedings to the one that has the authority for endorsement.</li></ul>



	<ul style="list-style-type: none"> <li>-- Promulgate the decisions, now that they have been endorsed, to whom it may concern for implementation.</li> <li>-- Prepare topics that need to be referred to the Council of Higher Education.</li> <li>-- Promulgate the Resolutions of the Council of Higher Education to whom it may concern for implementation.</li> <li>-- Submit payable financial forms for members of the Council.</li> <li>-- Receive correspondence addressed to the Secretariat of the University Council, and reply to it, giving directions on each.</li> <li>-- Embark on the Annual Report on the activities and achievements of the University Council.</li> </ul>
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**The Scientific Council**

<p style="text-align: center;">Description</p>	<p>Article 28 of the rules and regulations that spells out the regulations of a Council of Higher Education stipulates that there should be instituted in every University a scientific council which supervises the academic affairs of the faculty members as well as research affairs, research papers, and publishing matters.</p>
<p style="text-align: center;">Affiliation</p>	<p>It is connected with the Vice-Rector of the University for Graduate Studies and Scientific Research.</p>
<p style="text-align: center;">Responsibilities</p>	<p><a href="#">Article No. 28 (RCHEU)</a> delineates the responsibilities of The Scientific council as follows:</p>

1. Recommend the appointment of the teaching staff members at the University.
2. Make a definite decision concerning the academic promotion of faculty members of the University in conformity with the rules laid down by the Council of Higher Education.
3. Encourage research, writing of books, translation, and publishing. The achievement of which would require the following:
  - (a) Laying down the bases for the encouragement of writing up research papers.
  - (b) Recommending instituting research centers.
  - (c) Coordinating between research centers and making a general plan for them.
  - (d) Organizing the relationship with research centers outside the University.
  - (e) Specifying remuneration both as incentives for academic work and as an expression of appreciation, and arranging for payment.
  - (f) Publishing research papers, books, Master theses and doctoral dissertations, which the Council may deem necessary.
  - (g) Recommending the issuance of academic periodicals.
  - (h) Recommending the organization of academic societies and symposiums, and coordinating between them.
  - (i) Sanctioning textbooks, theses, and doctoral dissertations, which are referred to the Council,

	<p>and which need to be reviewed.</p> <p>4. Validate the Saudi teaching staff's certificates.</p> <p>5. Look into referrals to the Scientific council by the University Council.</p>
<p>Council Organization</p>	<p>The articles of the rulings organize the Scientific council as follows:</p> <p><a href="#">Article No. 29 (RCHEU)</a></p> <p>The Scientific council is to be comprised as follows:</p> <ol style="list-style-type: none"> <li>1. The Vice-Rector of the University for Graduate Studies and Research, as Chairman.</li> <li>2. A member of faculty to represent each College or Institute who should be at least an Associate Professor.</li> </ol> <p>The decision for their appointment is to be issued by the University Council upon nomination of the College or the Institute Council and the approval of the University Rector. It is possible for some more members to be included in the membership of the Council by a resolution of the University Council. The members should be engaged in research and academic issues; their number should not exceed half the total number of the members. All members are to be appointed for two years, which is renewable only once.</p> <p>The Council may form standing or provisional committees from its members or from those outside the Council to look into whatever has been referred to them.</p>

#### Article No. 30 (RCHEU)

The Academic Council shall meet upon a call from the Chairman at least once a month. The chairman may also call for a meeting if need be, or if one third of the members have submitted an application to him in writing, or upon the order of the University Rector, who has the right to ask for the inclusion on the agenda whatever issues that may occur to him. Besides, the University Rector has the right to preside over the session whenever he attends the meeting.

The meetings of the Scientific council may not be valid unless at least two thirds of the members have attended the meeting.

#### Article 31 (RCHEU)

The resolutions of the Scientific council shall be issued by the absolute majority of the votes of the members who are present. If it happens that the number of those who have voted *for* the resolution is equal to that of those who have voted *against* the resolution, the Chairman's side is to be tilted. The resolutions will be in effect, unless an objection has been raised against them by the University Rector within fifteen days starting from the day the resolution reached him. In such a case, the decision is referred back to the Scientific council together with his own viewpoint

	<p>so that it may be considered anew. If the Scientific council persists in taking the same stance, the objectionable decision shall be referred to the University Council for reconsideration in an ordinary or an exceptional session. It is the prerogative of the University Council to sanction, modify, or cancel the decision; the decision of the Council is final.</p>
<b>The College or the Institute Council</b>	
Description	<p>The College or the Institute Council is comprised of the following:</p> <ul style="list-style-type: none"> <li>The Dean (Chairman).</li> <li>The Vice-Dean(s).</li> <li>Heads of the Departments.</li> </ul> <p>The University Council, however, may upon the recommendation of the College or the Institute Council as backed up by the Rector of the University, include up to three more members of faculty members from the College or the Institute or in the analogous College that is connected with a branch of the University and to specify the duration of their membership in the Colleges connected with the University Rector.</p>
Affiliation	<p>The Councils of the Colleges shall be connected with the University Rector</p>
Responsibilities	<p><a href="#">Article No.34 (RCHEU)</a></p> <p>The Faculty Council has to abide by the decisions of the Council of Higher Education or those of the University Council. The College or the Institute</p>

Council should be confined to looking into issues related to the College or the Institute.

The College or the Institute Council is responsible for the following:

1. Suggest the appointment of members of the teaching staff, demonstrators, and lecturers, delegate some on loan, commission others to do tasks on a temporary basis, and still promoting others.
2. Suggest certain study plans or to modify existing ones, in coordination with the other Departments.
3. Suggest the curricula, the textbooks and the references in Departments of the College or the Institute.
4. Encourage writing up of the research papers in coordination with the Departments of the College or the Institute and seek to publish the papers.
5. Suggest dates for the tests and examinations and put forth organized procedures.
6. Suggest internal regulations for the College or the Institute.
7. Suggest training and scholarship plans needed for the College or the Institute.
8. Suggest the extracurricular activities for the College.
9. Make final decisions regarding student affairs that fall within the Council's domain; otherwise, refer the issue to the University Council.

	<p>10. Look into issues referred to the College or Institute Council by the University Council, its Chairman or Vice-Chairman for consideration and giving opinion.</p>
<p>Council Organization</p>	<p>The College or the Institute Council shall convene at least once a month. The meeting would not be valid unless two thirds of its members are present. Its resolutions are issued by the absolute majority of the votes. When the number of those who have voted <i>for</i> is equal to that of those <i>against</i>, the Chairman's side is tilted (in conformity with the stipulation of Article No. 35. The resolutions will be in effect unless the University Rector has raised an objection within fifteen days starting from the date they reached him. If he objects to the resolution he will return it to the College Council together with his own viewpoint for reconsideration. If the College Council persists in taking the same stance, the objectionable resolution is referred to the University Council for a categorical decision in an ordinary or an extraordinary [exceptional] session. It is the prerogative of the University Council to sanction, modify, or cancel the decision; the decision of the Council is final.</p> <p>The College or Institute Council may form permanent or provisional committees from its members or from others (in conformity with the stipulation of Article No.35).</p>

## Deans of the Colleges and Supportive Deanships

<b>Description</b>	The Dean shall be appointed from among the Saudi faculty members who are distinctly competent academically and administratively by virtue of a resolution issued by the Minister of Higher Education upon nomination by the University Rector. The appointment is for two years, which is renewable according to Article No.36.
<b>Responsibilities</b>	<p>The Dean shall assume the management of the academic, administrative and financial affairs of the College or the institute within the framework of the regulations. He is to submit to the University Rector a report at the end of every academic year. The report summarizes the academic affairs and other aspects of activity in the College or Institute (in conformity with the stipulation of Article No.37).</p> <p><b>A: Regarding administrative affairs:</b></p> <ol style="list-style-type: none"><li>1. Find ways that enable the College to perform its mission in the society, in coordination with competent authorities in the University.</li><li>2. Nominate those whom the University needs to recruit and others to terminate their contracts.</li><li>3. Nominate those who are willing to cooperate with the College.</li><li>4. Supervise the arrangement of the academic calendar; the distribution of the courses assigned to the faculty members; the timetable for tests</li></ol>



while arranging with other educational units as well as the permanent committee for the timetable.

5. Supervise the tests and examination committees; follow up the issuance of the results at the stated time and submit to whom it may concern that which needs to be endorsed.

6. Assign someone to check up on the technical and administrative needs.

7. Follow up the execution of communiqués issued by the authorities that are related to the University.

8. Follow up the maintenance affairs and related matters, and to commission someone to undertake its execution; notify the Facilities and Maintenance Department.

9. Submit a detailed report on the College, which includes the actual statistics, information, academic affairs, and all other aspects of activity in the college.

10. Enable staff in the college to have their ordinary and urgent vacations, provided that the General Administration of Faculty members and Personnel Affairs undertake to complete the regular procedures (in accordance with the regulation).

11. Sign off the status revealing documents for all Personnel members, provided that the testimonial may not serve as a certificate of

experience.

12. Form provisional committees for the organization of work in the College, or to do part of the task, provided that this should not incur any financial burden on the University.

13. Inflict administrative penalties, in case of a misbehavior calling for such an action, upon the administrative staff of the college, those who are on a rank that is below the eighth, with the penalty being in conformity with the regulation in effect. In other cases, the issue is to be referred to the University Rector.

14. Write up job performance evaluations for the heads of the academic departments and to submit them to the one who is empowered to endorse them. As for the faculty members in the Department, it is the job performance evaluation that has been prepared by head of the department that is to be adopted.

(In like manner, job performance evaluations prepared for the administrative officials in the College, the Institute, or the Deanship are to be adopted.)

15. Divide the summer vacation among the staff of the College and notify the General Administration of Faculty members and Personnel in order to complete the necessary procedures.

16. Contact their counterparts in universities, public institutions and governmental bodies

concerning that which falls within the specialty of their Colleges.

**B. Regarding Academic Affairs:**

1. The Dean shall preside over the College Council pursuant to Article No.33.
2. Approve agendas for the College Council meetings, fix a date for the meeting, and call members to attend its sessions.
3. Receive suggestions made by members of the faculty members pertaining to academic and other affairs; and to put forward before the authorities concerned those suggestions.
4. Form academic, technical and other committees whenever needed, provided that this would not incur any financial burdens; as for those suggestions that do require funds approval should be obtained before execution.
5. Supervise the Academic symposiums and conferences and other similar activities which are to be conducted within the College.

**C. Regarding Teaching Staff Affairs:**

1. Instruct the faculty members to deliver lectures, and to give the extra lessons agreed upon by the relevant Department beforehand; seek to have their remuneration paid out after ascertaining the availability of the fund and reserving it for this purpose.

2. Comply with requests of some governmental authorities that ask for faculty members to deliver lectures in the Kingdom or to participate in a conference, a panel discussion or the like, provided that this would not affect the performance in the College, and that it would not incur any financial burden upon the University.

3. Cooperate with such authorities when they seek the assistance of the University with the discussion of a thesis or a doctoral dissertation provided that this would not affect the performance in the College, and that it would not incur any financial burden upon the University.

4. Inform Staff members as well as lecturers, and demonstrators of how to know their ordinary vacations may be postponed whenever there is a need for that. This goes in compliance with the regulations.

#### D. Regarding Students Affairs:

1. Supervise the preparation and review of the admissions plan and the coordination with the Deanship for Admissions and Registration. The Plan is to be submitted to the competent authority in the University. It should be sent early enough in order for the necessary procedure to be taken.

2. Supervise students' activities inside the College on the strength of the activity plan endorsed by the University Council; in coordination with the

Deanship for Students' Affairs.

3. Supervise students' affairs as far as their study and behavior are concerned and to provide them with the atmosphere that is conducive to their proficiency and good progress.

4. Form specialist committees to detect any negative or abnormal phenomena which might be observed among the students; treat cases that respond to treatment and to refer other cases to the Students Disciplinary Committees in the University and to follow up the execution of the punishment inflicted on them.

5. Inflict Disciplinary punishments upon students in accordance with the rulings and to give the directions to whom it may concern to refer them to the students Disciplinary Committee.

**E. Regarding Financial Affair:**

1. Claim all outstanding remuneration, if any, after having secured the agreement and before implementing any expenditure.

2. Carry on making an inventory of the storehouse, if any, and to permit taking things out of it; and to sign of the input and output document.

**F. Pursuant to Article 37 of the Council of Higher Education, the Dean shall submit to the Rector of the University an annual report on the academic**

	<p>affairs of the College as well as aspects of the activity at the end of every academic year.</p> <p>G. Pursuant to Article 38 of the Council of Higher Education, the Vice-Deans are to help the Dean and the senior is to act for him when the Dean is absent or when his position falls vacant and one of them assumes the secretariat of the Faculty Council.</p>
<b>Dean of the Deanship of Development &amp; Quality</b>	
Description	<p>Pursuant to Article 36 of the Council of Higher Education, the Dean of the Deanship of Development and Quality shall be appointed from the Saudi faculty members who are distinguished and competent both academically and administratively by a resolution issued by the Minister of Higher Education upon nomination of the University Rector. The appointment is for two years, which is renewable.</p>
Affiliation	<p>He reports to the Vice-Rector for Development and Quality</p>
Responsibilities	<p>The Dean of the Deanship of Development and Quality shall be specifically entrusted with the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Supervise the preparation and application of policies and mechanisms for guaranteeing quality in all academic and administrative units. This is to make sure about the standards laid down by the</li> </ol>

NCAAA, which is restricted to establishmentarian and programmable endorsement; lay down policies and mechanisms for the development and continual improvement of quality, in coordination with the Vice-Rector for Development and Quality.

2. The Dean shall act for the University acts as a liaison officer between the University and the NCAAA.

3. Direct communication with the Deans and Heads of the Departments at the University with regard to development and quality work, and ratification of courses and workshops organized by the Deanship and its units.

4. Suggest names of nominees to oversee the Units of Development and Quality in the colleges and Deanships, and the various Departments at the University in coordination with the Deans and Directors General and to submit the names to the Vice-Rector for Development and Quality to issue the necessary decision, preside over the meetings of the coordinators (males and females) in all academic and administrative units of the University.

5. Lay down and endorse the technical and administrative criteria for the selection of coordinators of the units for Development and Quality in coordination with the relevant Deans.

6. Nominate participants attending the workshops

prepared by the University for the Vice-rectors, the Deanships, coordinators and members of the Development and Quality units in the Colleges, the Supportive Deanships and the various Departments.

7. Conclude contracts with governmental and private training authorities inside the Kingdom in the domain of the Development and Quality and in coordination with the Vice-Rector for Development and Quality.

8. Grant ordinary and urgent leave to deserving personnel of the Deanship, and to notify the General Administration for the Faculty Members and Personnel Affairs for completing the regular procedures.

9. Assess the job performance of the administrative and technical units' personnel, who are connected with the Deanship of Development and Quality.

10. Nominate those whom the Deanship may be in need of, and to submit the names to the Vice-Rector for Development and Quality.

11. Endorse, in coordination with the Deans, proceedings of the meetings of the Units' Councils in the Colleges and Supportive Deanships, and to forward copies of them to the Vice-Rector for Development and Quality.

12. Endorse the formations of the Development and Quality Units of the Colleges and Deanships



after having each been looked into by the relevant College or Deanship Council.

13. Look into the study plans of the Colleges before they are delivered to the Permanent Committee for Plans and Academic System in conformity with commonly known criteria in this domain.

14. Follow up and extend technical support to the Colleges and Supporting Deanships towards the fulfillment of the requirements of the NCAAA.

15. Inculcate, and to disseminate, the cultural concept of Quality through research studies, the issuance of booklets and leaflets the organization of colloquia, academic seminars, lectures, and workshops that address assessment, academic accreditation, development and Quality.

16. Support the extension of the concept of “mission” and that of “goals” in order to improve Quality in the University; to encourage all University units to do similar practices to enhance quality, each one within the area of its activity.

17. Prepare and follow up plans for improving quality in the University in its entirety, i.e. with the participation of all units: both educational and administrative.

18. Seek to establish an integrated system of continual self-evaluation, and to supervise the execution of the rulings and the internal organizational procedures that are required for

	<p>the achievement of the University objectives regarding development and quality.</p> <p>19. Assess and develop the academic performance of Faculty members and help them accomplish the highest degree of professional maturity.</p> <p>20. Develop a variety of assessment forms for evaluation purposes, conduct surveys to count for quality key performance indicators, forms for periodic reports, and others for course and specialty description.</p> <p>21. Seek to find out the opinion of university graduates, businessmen and other stakeholders who benefit from the University activities and welcome their opinions towards the development of Quality at University.</p> <p>22. Give special attention to the viewpoints of the students and invite them to participate in the culture of quality. This can be achieved through: their participation in the evaluation and the planning of the educational process, monitor their satisfaction towards the services provided for them whether academic, administrative, or supportive ones.</p>
<b>Dean of the Deanship of Admission and Registration</b>	
Description	<p>Pursuant to Article 36 of the Council of Higher Education, the Dean of the Deanship of admission and registration shall be appointed from the Saudi faculty members who are academically and</p>

	<p>administratively competent. The appointment shall be established through a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment shall run for two years, which is renewable.</p>
Affiliation	<p>He shall report to the Vice-Rector.</p>
Responsibilities	<p>Of the other responsibilities that are entrusted to the Dean of the Deanship of Admissions and Registration, followings may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Put an announcement concerning the dates for admission, its requirements; supervise its procedures; receive applications submitted by those interested in joining the University, examine their papers, and make sure that all requirements are completely met.</li> <li>2. Proclaim the University's calendar after it has been approved by the University Council.</li> <li>3. Receive the suggestions of the Colleges as to the number of students to be admitted to the University in each semester according to their capacity and submit the result to the Rector of the University, who will give his directives for completing the procedures that are necessary for the execution.</li> <li>4. Coordinate with the colleges concerning the manner in which the interviews to be conducted for the applicants and take the necessary steps</li> </ol>

ahead of time.

5. Issue Manuals, brochures that acquaint the new students with the University in general, (thus providing a brief orientation program for the newcomers) as well as the requirement the transcripts and degrees that need to be submitted.

6. Examine the admissions and registrations systems in various Universities and propose that may be appropriate.

7. Sign students' transcripts and the degrees, graduation documents and testimonials of good conduct and endorse translated copies of the documents.

8. Set up programs for academic counseling before, during and after admission; and supervise their implementation by coordination with the Vice-Rector for Academic affairs and the concerned authorities.

9. Prepare for the orientation day in coordination with the Deanship for Students Affairs, the Department of Public Relations and University Media; make the necessary arrangements with the authorities concerned.

10. Scrutinize the results of admissions and make the necessary arrangements to endorse them.

11. Carry on the execution of the e-programs that pertain to the Deanship by coordination with the Computer Department and in cooperation with

concerned authorities.

12. Pursuant to **Article No. 37**(RCHEU), the Dean shall submit to the University Rector at the end of the academic year a comprehensive report on the Deanship that includes actual statistics and a synopsis of the tasks performed.

13. The Deanship is to undertake the business of students' remuneration starting from the printing of the payroll and reviewing it, and ending with payment and delivery to the Financial Department.

14. Within a period that does not exceed the first month, that is subsequent to the termination of the Admissions Period and the commencement of study, the Dean shall submit to the University Rector a report on the *status quo* of admissions, the numbers of students admitted, and suggestions for the next semester.

15. Pursuant to Article No. 38, the Vice Deans are to assist the Dean with management of the Deanship affairs. When there is more than one Vice Dean, the one that is of comparatively longer service shall act for him in his absence or when his position falls vacant.

16. Implement the internal transfer of students from one college to another (after the transfer has been sanctioned by the Deans concerned), or from one university to another.

17. Receive Scholarship/Grant applications of

	<p>non-Saudi students both in the Kingdom and abroad, and direct those who have been accepted to the right college according to the rules and regulations.</p> <p>18. Arrange to equate the degrees presented by non-Saudi students, those who are on a scholarship or a grant, or others, by coordination with the requirements of the related Departments.</p> <p>19. Issue brochures and prospectuses, in coordination with the colleges concerned, to familiarize the new students with the different Departments.</p> <p>20. Translate transcripts, degrees conferred upon the Grant students on graduation.</p> <p>21. Exchange expertise and viewpoints with the colleges in similar universities as far as Admissions (and other issues) are concerned, which may be an asset for the progress of higher education in the Kingdom.</p>
<b>Dean of the Deanship of Students' Affairs</b>	
Description	<p>Pursuant to <b>Article 36</b> (RCHEU), the Dean of the Deanship of Students' Affairs shall be appointed from the Saudi faculty members who are academically and administratively competent, by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment shall run for two years, which is renewable.</p>

Affiliation	He shall report to the Vice-Rector of the university.
Responsibilities	<p>Of the other responsibilities that are entrusted to the Dean of the Deanship for Students' Affairs, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Propose the formation of provisional committees within the Deanship, if needed, for cultural, social, sportive, or organizational purposes, without incurring any financial burdens.</li> <li>2. Propose the students' multi-activity plan: Cultural, artistic, social and sportive. Follow up the plan until it is endorsed by the University Council; then monitor the implementation of the plan.</li> <li>3. Suggest sending invitations to universities, Student Unions, and individuals, within the framework of the students activity, and to arrange for having a selected number of those newcomers as guests to be entertained by the University Administration in cooperation with the authorities concerned.</li> <li>4. Issue Excellence Certificates attesting to cultural, social, and sportive activities.</li> <li>5. Prepare the conditions and the specifications that need to be stipulated concerning <i>students' subsistence means</i>; and put an announcement for bidders, thus focusing on the practice related to <i>subsistence means</i>. Upon determining the offer of</li> </ol>

choice, the authorities concerned shall make arrangements to sign the final contract.

6. Follow up the promisor's performance, make sure that he has fulfilled all the conditions and specifications stipulated in the contract, call for the implementation of the penalties stipulated in the contract.

7. Visit the dormitories (if any) and their facilities; inspect the restaurants, make a list of the things they need, and seek to provide them in accordance with the regulating instructions.

8. Review progress bills, which the contractor presents for refund; sign them, and refer them to the authorities concerned to be endorsed and finally cashed.

9. Follow up the kind of work done in cafeterias and "light meals" restaurants, and make sure that the food that is served satisfies the needs of the students and other customers; seek to enhance performance. Hygiene-wise, in coordination with the Faculty of Medicine appears to be necessary for the safety of served food.

10. Supervise the organization of parties as part of the Deanship's activities; to make sure of the availability of credit for the extra requirements of such parties.

11. Be in charge of the University students' funds and seek to find the proper way for increasing the sum through investment, without the liabilities for



loss; start making the transactions in conformity with the rules for its operation in a way that is serviceable for the purposes that the fund had been established for.

12. Provide awards for outstanding students and arrange with the administrator concerned to put the activity into effect by honoring those who truly deserve to be honored, in a way that is commensurate with the Financial credits.

13. Pursuant to **Article No. 38** (CRHEU), the Vice-Deans are to undertake the task of assisting the Dean with the management of the affairs of the deanship. When there is more than one vice-dean, the senior shall act for the Dean in his absence or when his position falls vacant.

14. Apply quality standards within the Deanship, and work towards the achievement of a cardinal goal, namely, the academic accreditation.

15. Follow up the progress of business in the various Departments of the Deanship.

16. Prepare the reports that are issued by the Deanship.

17. Evaluate the performance of the vice Deans, Directors of Department, and Heads of Units, who are directly connected with him.

18. Nominate officials in the Deanship for attending courses, participating in workshops, and attending colloquiums.

19. Follow up the implementation of the

	participation in community service, in cooperation with the parties concerned at the University.
<b>The Dean of the Deanship of Community Service &amp; Continuing Education</b>	
Description	Pursuant to <b>Article 36</b> , the Dean of the Deanship of Community Service and Continuing Education shall be appointed from the Saudi faculty members who are distinguished for both academic and administrative competences by a resolution issued by the Minister of Higher Education upon nomination of the University Rector. The appointment term shall run for two years, which is renewable.
Affiliation	He reports to the Vice-Rector.
Responsibilities	<p>The following are the responsibilities of the Dean of the Deanship of Community Service &amp; continuing Education:</p> <ol style="list-style-type: none"> <li>1. Organize the work in the deanship and assign tasks on its employees, define their specializations, and follow up the progress of work.</li> <li>2. Propose annual activity plan that will enable the university deanship to serve the community, and coordination with the colleges and submit to the authorized body.</li> <li>3. Oversee the implementation of the deanship plan after approval of the authorized body.</li> <li>4. Get acquainted with and satisfy the needs of the society through the annual activity plan of the</li> </ol>

	<p>Deanship and in coordination with the colleges and the competent departments of the University.</p> <p>5. Propose the formation of committees the need for which is related to business, provided that this would not incur any financial burden upon the University.</p> <p>6. Propose someone the need for whose cooperation would be an asset for the deanship business and its programs.</p> <p>7. Propose a budget for the Deanship and submit an Annual Report on its achievements.</p> <p>8. Devise the appropriate training programs for all community groups.</p> <p>9. Meet the need of various sectors to fill in some supportive technical positions.</p> <p>10. Make consultative studies and render expert opinion on matters requested of the faculty members by certain parties.</p>
<p><b>Dean of the Deanship of Electronic learning and Distance Education</b></p>	
<p>Description</p>	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship for Electronic Learning and Distance education shall be appointed from the Saudi teaching faculty members who are distinguished for both academic and administrative competences by a resolution issued by the Minister of Higher Education upon nomination by the University Rector. The appointment shall run</p>

	for two years, which is renewable.
Affiliation	He shall report to the Vice-Rector.
Responsibilities	<p>The following are some of the responsibilities that are entrusted to the Dean of the Deanship for Electronic Learning and Distance education:</p> <ol style="list-style-type: none"> <li>1. Organize and distribute the Deanship's work among the staff, assign a particular task to each, and follow up the progress of work.</li> <li>2. Propose the Annual Activity Plan for the Deanship, which would enable the University (by coordination with the colleges) to disseminate the cultural value of Electronic Learning.</li> <li>3. To guarantee quality Electronic Learning procedures.</li> <li>4. Improve the abilities of the faculty members in the area of Electronic Learning and its applications.</li> <li>5. Provide an electronic atmosphere that is conducive to learning and that leads to the betterment of teaching performance.</li> <li>6. Reinforce community partnership in the area of Electronic learning.</li> <li>7. Cooperate with the colleges for devising Distance education programs.</li> <li>8. Recruit manpower for rendering electronic services and programs in Electronic Learning.</li> <li>9. Contribute to the building and consolidation of Knowledge based Economics.</li> <li>10. Supervise the execution of the Deanship's plan</li> </ol>

	<p>after it has been approved.</p> <p>11. Propose the formation of committees the need for which is dictated by business, provided that this would not incur any financial burden upon the University.</p> <p>12. Propose someone the need for whose cooperation would be an asset for the deanship business and its programs.</p> <p>13. Propose a budget for the Deanship and submit an Annual Report on its achievements.</p>
<b>Dean of the Deanship of Graduate Studies</b>	
Description	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship for Graduate Studies shall be appointed from the Saudi faculty members who are distinguished for both academic and administrative competences by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment shall run for two years, which is renewable.</p>
Affiliation	<p>He shall report to the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<p>The Dean of the Deanship for Graduate Studies is entrusted with the following responsibilities:</p> <p>1. Organize and distribute Deanship work among staff, assign a particular task to each, and follow up the progress of work.</p> <p>He is responsible for reporting (whom it may concern) of the date on which Deanship staff start</p>

work and of when they leave work. He is to write an appraisal of job performance for those staff working in the Deanship, too. Furthermore, he is entitled to grant initial approval of ordinary and urgent leave, and to notify the General manager of faculty members and personnel affairs for completing the procedures.

2. Propose plans, programs, and whatever is likely to improve the performance in Graduate Studies and fulfill their aim; to implement executive rules that govern the Rulings pertaining to Graduate Studies.

3. Review the instructions for admission and the criteria that govern it, in peer institutions; know about the studies made in light of the Rulings that control Graduate Studies; and to know what the opinion is regarding the Rulings and if the Rulings would accomplish the objectives behind Graduate Studies or would they fulfill the requirements of the University and any other party.

4. In case the programs of graduate studies have been ratified, the files of those prospective candidates to do graduate studies at different stages need to be reviewed to make sure that the requirements for candidacy eligibility have been met.

5. Make an exhaustive list of Najran University graduate students who have pursued higher education. The inventory should include complete

information about them, about their master theses, doctoral dissertations, research papers, place of study, use means of modern technology in this regard and issue a periodic manual about them.

6. Make an inventory of the academic dissertations that have been registered at the University since the initiation of graduate studies. The inventory should include complete information about the subjects, dates, and time spent. Issue an expedient, periodic Manual in coordination with the Deanship for Research and the Departments that have to do with graduate studies.

7. Establish an extensive database that includes lists of dissertations that are registered in other universities in the Kingdom and abroad; including those that are related to the specializations of the University. Such a database would be a real asset for researchers and specialists particularly when it is expedient to use. It would therefore be advisable to arrange this with the Deanship for Library Affairs and the Deanship for Research.

8. Announce the conditions for acceptance in graduate studies; supervise written or other exams and interviews with applicants for graduate studies; and post the results.

9. Propose the formation of specialized committees in different fields of research in

graduate studies and assist researchers to expand such fields, which would then need to be geared towards meeting a need on part of the University.

10. Develop a data base concerning professors who are teaching at the Graduate Studies level, in Najran University and in other universities, particularly those who are concerned with its specialties. The database should include professors who supervise dissertations, as well as those whose work is in the area of Graduate Studies. Categorize and classify the information with the help of modern technological means that would render a great service and ease to all users.

11. Evaluate the methods of undertaking Graduate Studies in the University, in the case that its programs have been sanctioned, both theoretically and practically with the parties concerned, offering proposals that can help to improve them.

12. Propose issues related to Graduate Studies and prepare for any issue that is to be raised for discussion in the appropriate Councils; in accordance with the regulation system of the Council of Higher Education and Universities, as well as in the detailed rulings, which put the regulation in operational terms, in addition to proposing resolutions. Follow up implementation and give a practical evaluations and assessment of them.



	<p>13. Propose the procedures regulating the exchange of visiting professors at the level of Graduate Studies, in the Kingdom and abroad. Examine the views and studies they made within their specialties; in coordination with the parties concerned.</p> <p>14. Allocate academic records for the documents of the students registered for Graduate Studies at the beginning of their programs, update, review and follow up them in coordination with the related parties.</p> <p>16. The Dean is responsible to submit an annual report on business and the achievements of the Deanship.</p> <p>17. The Dean is to contact the Universities and the parties concerned with Graduate Studies.</p>
<b>Dean of the Deanship of Scientific Research</b>	
Description	Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship of Research shall be appointed from the Saudi teaching staff members who are distinguished for both academic and administrative competence by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment shall last for two years, which is renewable.
Affiliation	He is connected with the Vice-Rector for Graduate Studies and Scientific Research.
Responsibilities	1. Organize Deanship work and divide it among

Personnel officials, assigning a particular task to each and following up the progress of work in the deanship.

2. Follow up research affairs at the University within the scope of his authority.

3. Propose research plans, to determine priorities in this domain, follow up the execution of the practical plans adopted, which are made by the University research centers, and to coordinate between them.

4. Propose means that are bound to activate research at the University; contact information centers in governmental bodies, academic and cultural organizations in the Kingdom and abroad; and follow up their implementation after they have been sanctioned by the competent party at the University.

5. Prepare the studies concerning the connection of research centers at the University with the Information Centers in governmental bodies and academic as well as cultural organizations in the Kingdom and abroad, and follow up their implementation after having been sanctioned by the competent party at the University.

6. Propose the establishment of well-organized relations that are furthered by cooperation between Najran University and other universities and academic bodies inside and outside the Kingdom, which are engaged in doing Research

work.

7. Propose that the organization of colloquiums geared towards the Deanship and the University research centers be within their specializations.

8. Put together all documents that are related to conferences and symposiums which were held at the University or those conferences and symposiums in which the University participated, or is going to participate in. Once these documents are all grouped together, they need to be classified and categorized. Each category would then need to be subdivided into more and more specific constituents. Then the necessary Indexes should be made for the participants.

9. Put together all research papers and studies issued by the conferences and symposiums which were held in the University, or those that the University participated in or those that it is going to participate in; then the research papers and studies would have to be classified under main categories, subdivided into more and more specific constituents, and properly indexed.

10. Keep track of new trends in the fields of University specializations; that is, to keep informed of that which is issued at the close of a conference or a symposium; categorize, classify, and index the new information so as to enable others to benefit from it.

12. Plan to issue a specialized periodical that

	<p>serves to fulfill the aim of the University as well as that of the researcher.</p> <p>13. Prepare an annual report on the activities of the Deanship and submit it to the competent authority in the University administration.</p>
<b>Dean of the Deanship of Library Affairs</b>	
Description	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship for Research shall be appointed from the Saudi teaching staff members who are distinguished for both academic and administrative competence by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment shall run for two years, which is renewable.</p>
Affiliation	<p>He shall be connected with the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<p>The Dean of the Deanship for Library Affairs is entrusted with the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Organize work in the Deanship and to divide it among the employees, thus each one will know what task(s) to do; follow up performance and write an evaluation of job performance for each employee; and observe the progress of work.</li> <li>2. Seek to work out an academic, yet a practical, plan that constitutes the initial guidelines for the nascent Deanship to proceed at this stage of growth; and to delimit the regular method for its operation.</li> </ol>

3. Replenish the Central Library (Prince Mish'el bin Abdullah's Library) continuously with new books, references and periodicals.
4. Supervise all University Libraries, including those of the branches, as well as those of the academic Departments.
5. Supervise the studies and research conducted by researchers and technicians on Library Affairs.
6. Follow up the international, regional, and local studies that are taking place on books and libraries; the introduction of modern techniques to improve the level of performance and enhance services.
7. State the university libraries' requisites for library equipment, technical supply, and manpower.
8. Set policies and procedures for work and seek to develop them in such a way as to guarantee that the libraries can fulfill the task entrusted to them, that they are able to accomplish their goal, and that they are capable of upgrading their performance and improving their services and competence.
9. Seek to provide sources for information that will meet the needs of the study plans of the academic departments and support the educative and learning process, and research.
10. Provide the information services required in the libraries of the University branches in

	<p>accordance with international criteria for Quality and academic accreditation requisites.</p> <p>11. Work out a plan for training profiteers (teaching staff members; officials; students: male and female) on how to search for information and how to retrieve it—whether it is in the database to which the University subscribes or in other sources provided by the University.</p> <p>12. Supervise the Electronic Library and replenish it with up-to-date books and digital information.</p> <p>13. Supervise and update the database so that it may cope with the development of the educative process.</p> <p>14. Supervise and develop the electronic site of the Deanship so that it may constitute a link between the Deanship and the profiteers.</p> <p>15. Exchange views and expertise, through coordination and mutual consultation, with his Counterparts in Saudi Universities with respect to Library Affairs.</p>
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**Dean of the Deanship of Communication and Information Technology**

<p>Description</p>	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship shall be appointed from the Saudi teaching staff members who are distinguished for both academic and administrative competence by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment term shall run for two</p>
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	<p>years, which is renewable.</p> <p>The Deanship undertakes to provide the whole devices in addition to nets and databases to support and develop the educative process, research work, and administration along the most recent technological lines, thus coping with colossal progress in information technology, with the ultimate result that Najran University is rendered as “The Paper-Free University.”</p>
<p>Affiliation</p>	<p>He shall be connected with the Vice-Rector.</p>
<p>Responsibilities</p>	<p>The following are some of the responsibilities of the Dean of the Deanship of communication &amp; Information Technology:</p> <ol style="list-style-type: none"> <li>1. Follow up the progress of administrative and technical work in the deanship; execute the proposed programs on time; and propose that the officials in the Deanship be trained in the Kingdom and abroad.</li> <li>2. Offer proposals to extend the activity of the computer so that it will cover the various departments and branches.</li> <li>3. Arrange for periodic meetings with each work group, which is made up of the administration personnel or of the contracting companies to find out the stages that have been covered, to discuss the problems that have been encountered, and to make efforts to surmount them.</li> <li>4. Check up on the computer sets in the colleges, the Deanships, or the Departments, as well as on</li> </ol>

the programs that are implemented by using them; make the utmost of them in joint work; and organize training courses in Computer Science for the University personnel.

5. Give counsel in connection with the computer sets, or the like, as needed by the departments, and choose that which adequately serve the purpose and meets Quality requirements.

6. Take good care of the existing sets, and show the technicians how carefully they need to deal with them; follow up the execution of whatever maintenance contracts have been concluded; provide the party concerned with periodic reports on this after coordinating it with the Administrative and Financial Committee for it.

7. Follow up the requisites of the computer laboratories, and offer teachers support inside the labs to facilitate their teaching tasks.

8. Watch all computer sets in the University, their sites and their performance in a way that helps to meet the needs of the parties that use them.

9. Submit an annual report on the work done by information technology and the computer; the achievements of the deanship; the aspects of progress in its performance; the requirements that help to expand its usefulness and utility.

10. Follow up and maintain the internal net of the University.

11. Follow up assemblage and maintenance of all



University servers; to provide the necessary protection for them.

12. Develop, maintain and protect the website and the forum of the University.
13. Provide the programs and permits that are necessitated by work.
14. Invest only authorized personnel with right of entry to University servers.
15. Provide the programs pertaining to information security; and renew those that have expired.
16. Adopt the technical specifications of servers, programs, and infrastructures that guarantee integration and efficiency.
17. Adopt the mechanisms and specifications of net, cordless and spatial link-up.
18. Contrive local programs that are compatible with those in current use in such a way as to guarantee a smooth and quick transference to the electronically controlled administration, as stipulated in the provisions of the electronic government.
19. Prepare the operational plans and developmental programs for the management of information technology and the University electronic site; supervise them in conformity with the University plans in this domain.
20. Design and supervise the execution of the link-up between the net and the University units.

21. Consider the development of the systems, the programs, the databases, and the internal and external telecommunications networks.
22. Give current and future expectations for the need of such things as electrical appliances, electronic sets, devices, systems, the programs that are necessary and appropriate for the mechanicalness of all administrative, financial, and educative acts, as well as the development of such acts and the provision of the appropriate setting for electronic administration at the University.
23. Link the University electronically with the academic organizations and institutions as well as with the relevant regional and international localities, thereby enriching regional and international cooperation and bringing out the contribution of the University.
24. Devise future plans for recruiting manpower needed for the designing and the development of the systems and the applied programs, and operate them.
25. Set the conditions for, and the technical specifications of, computers, their systems, programs and technical specifications.
26. Provide the Internet accompanying it.
27. Offer consultative opinion to the private and public sectors in the area of Information Systems, its programmability, its specifications, and

	<p>whatever is related to it.</p> <p>28. Offer electronic services and make them accessible on tabs and smart phones.</p> <p>29. Adopt and implement the policy of the University taking part in electronics in such a way as to expedite the program of the governmental and electronic transactions.</p>
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**Supervisor of girls colleges**

Description	Supervision, coordination, follow-up with the Deans of the colleges concerned, to facilitate communication with the Colleges for Females.
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Affiliation	She shall be connected with the Vice-Rector.
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Responsibilities	<p>The following are the responsibilities of the supervisor of girls' colleges:</p> <ol style="list-style-type: none"> <li>1. Practice direct supervision over female members of the teaching staff and to let the Dean know of any comment or observation related to performance.</li> <li>2. Follow up the readiness of the requisites of the Female Colleges and to notify the Dean concerned periodically.</li> <li>3. Cooperate with the Deans of the colleges in interviewing the female applicants.</li> <li>4. Supervise and follow up the academic and cultural activities in coordination with the Deans of the colleges and the Dean of Students Affairs.</li> <li>5. Take the necessary precautions, in coordination with the Deans, to safeguard the female personnel during their fulfillment of their</li> </ol>
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	<p>academic, administrative and service duties.</p> <p>6. Follow up negative features among the female students and the female employees; and notify the respective Dean, stating her suggestions.</p>
<b>Institute for Studies &amp; Advisory Services</b>	
Description	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Institute shall be appointed from the Saudi teaching staff members who are distinguished for both academic and administrative competence by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment is for two years, which is renewable.</p> <p>The Institute shall communicate with the different sectors: both governmental and private, to offer useful research studies and applications required for experiments and research in various branches of science. It seeks to reaffirm technology which is essential for the community in addition to its responsibility for research which is financed by a party from outside.</p>
Affiliation	<p>He shall be connected with the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<ul style="list-style-type: none"> <li>• Make theoretical and applied studies; offer consultative services for governmental authorities and the private sectors within such areas as health, engineering, technology, religion, humanities, education, administration, strategic planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute affectedly in the fulfillment of the goals of the academic programs and research centers and chairs of the university.</li> <li>• Bring out the University research and consultative services in the public and private sectors inside the Kingdom and abroad and to bridge the gap between the University and other units of society through getting to know the academic services and the expertise in such a way as to earn their requisites and to achieve their outlook so that the optimum exploitation and the most effective utility of manpower and technology at University may be accomplished.</li> <li>• Offer services to industrial sectors to promote their performance through studies and research.</li> <li>• Make use of both sectors for financing research as well as basic and applied research.</li> <li>• Provide new sources for income through research by dependence on the basic programs such as the program of Research Chairs.</li> </ul>
<b>Translation &amp; Publishing center</b>	
Description	To supervise academic works written in one language and translated into another as far as the

	<p>process of their sanctioning, reviewing, editing and publishing, so that the University is capable of fulfilling its vision and mission to accomplish the aims of its strategic plan.</p>
Affiliation	<p>Connected with the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Offer a variety of services in the domains of translation and publishing to all academic, administrative and research units in the University, as well as dealing with International Accreditation Agencies.</li> <li>2. Translate recent books, references, and scientific research studies written in foreign languages and cover various areas of all University Programs.</li> <li>3. Disseminate the cultural concepts of translation, authorship, and publishing among Najran University personnel; encourage others; inculcate the idea in the mind so that it is established like a habit.</li> <li>4. Translate technical terms in all specialties into Arabic; to publish the terms in specialized dictionaries so that the University personnel, particularly graduate students who are candidates for Graduate Studies or those for doing research at the post-doctoral level, may find such dictionaries of use for them.</li> <li>5. Translate into foreign languages the distinct works of such books and research studies; to</li> </ol>

	<p>publish such books in foreign languages would contribute to upgrading Najran University to a more prestigious position in relation to world universities.</p> <p>6. Translate documents, agreements, contracts, rules and regulations, and procedures into foreign languages, as required by the University administration, and all administrative, academic and research units in the University.</p> <p>7. Offer support in the fields of languages and translation when an international conference or symposium are held at Najran University.</p> <p>8. Organize training courses in translation and publishing for all University personnel.</p> <p>9. Reinforce the investment trend in which the University may function as a publishing house wherein are published the works and the translations of authors, translators, and researchers from the University or from other universities in the Kingdom or abroad. Provide the supportive service in connection with simultaneous interpretation, or sight translation when an international conference or symposium is held.</p>
<b>Science &amp; Technology Unit</b>	
Description	<p>Supervise the provisions of the <i>National Plan for Science, Technology &amp; Innovations</i> at the University and continue following up the execution of the strategic and the five-year plans</p>

	<p>within this framework. The Unit is to take special care for planning and administering the programs and projects that are related to aspects of the scientific and technological activity, and to make sure that it is in harmony with the priorities, the directives and the development of the Plan; that it is in accordance with anything that precludes duplicity and with anything that is conducive to symmetry, congruity, and coordination between the various aspects of the Unit activity.</p>
Affiliation	<p>The Unit Director shall be connected with the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<p>Pursuant to <b>Article No. 7</b> pertaining to the Administrative, Technical and Financial Rules for the <i>National Plan for Science, Technology &amp; Innovations</i>, the administrative and technical responsibilities of the Unit Director are the following:</p> <ol style="list-style-type: none"> <li>1. Perform a general supervision over the Unit (As part of the responsibilities entrusted to the Unit Director).</li> <li>2. Make sure that all the requisites for applying proposed research and executive projects have been fulfilled.</li> <li>3. Oversee financial affairs of the unit in conformity with the authorities invested by the regulations.</li> <li>4. Approve training, and participation in scientific</li> </ol>



forums related to the projects that support the other party.

5. Submit to the Secretariat General (of the *National Plan for Science, Technology and Inventiveness*) the annual performance evaluation reports for the Unit personnel.

Pursuant to **Article No. 8** pertaining to the Administrative, Technical and Financial Rules for the *National Plan for Science, Technology & Innovations*, the administrative, financial and technical responsibilities are the following:

1. Form scientific committees for looking into the projects before being referred to the Secretariat General.

2. Assume administrative and technical supervision over the programs and projects of the five-year Plan for Science & Technology.

3. Act as a liaison officer that communicates with the Secretariat General, to which he forwards the requisite and required reports, data, and information about the projects.

4. Lay plans and state the priorities in the National Plan and guarantee its capability of achieving its aims.

5. Follow up the execution of programs and projects.

6. Ascertain that researchers are committed to the rights of intellect and patents granted to an

inventor, such rights which emanate from the projects which are supported by the National Plan.

7. Follow up new scientific and technical updates and invest them, turning them into programs and projects of clearly-defined goals.

8. Make full use of the available potentialities and equipment.

9. Make full use of scientific and technical aid, research and training grants, and of all other forms of aid offered by international scientific Unions, Corporations and Organizations.

10. Offer scientific and technical services to researchers.

11. Review and check the periodic financial reports and the payout documents and ensure that all notes have been complete.

12. Check that the documents warranting payment are available when any (outstanding) dues are to be paid off.

13. Make sure that the approved budgets allocated to the projects are not exceeded.

14. The balance of the projects account should be equal to the sums of money received from the Saudi Monetary Fund.

15. Continue to execute the budget in accordance with the conditions of the project.

16. Prepare the financial records and forms which signal that work on the projects needs to be

	<p>continued.</p> <p>17. Record the financial transactions in the financial program approved by the Secretariat General.</p> <p>18. Train Projects accountants, guide them, and provide them with the instructions relating to their work.</p> <p>19. Prepare periodic financial reports on the Unit (Monthly Statement, Final Account, and the Projects in detail); forward the reports to the Secretariat General.</p> <p>20. Carry on applying the criteria for (academic) integrity.</p>
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**Second: Administrative Posts**

**Dean of the Deanship of faculty members Personnel Affairs**

Description	<p>Pursuant to <b>Article No. 36</b> (RCHEU), the Dean of the Deanship of faculty members and Personnel Affairs shall be appointed from the Saudi teaching staff members-- who are distinguished for both academic and administrative competence—by a decision issued by the Minister of Higher Education upon nomination of the University Rector. The appointment term shall run for two years, which is renewable.</p> <p>The Deanship, headed by the Dean, shall be concerned with supervision of both academic and administrative staff affairs.</p>
Affiliation	<p>The Deanship shall report to the University Rector.</p>

## Responsibilities

The most important responsibilities of the deanship are the following:

1. Implement the regulations and the rulings that pertain to the teaching staff members and personnel's affairs.
2. Promote the performance of those working in the departments connected with to the deanship in accordance with a time plan.
3. Initiate an electronic system of performance follow-up for all Staff members and University employees.
4. Issue decisions of pensioning off those officials and employees who have reached retirement age and pay their allowances; or to issue the decision of extension upon the approval of the administrator who possesses the authority for extension. To issue the appointment resolutions and those of periodic allowances for the officials.
5. Sign statements of service and certificates of experience.
6. Issue executive decisions after the issuance of the empowered administrator's written express approval, which must be clearly referred to in the resolution.
7. Execute any task that the University Rector may delegate to him or invest him with the authority to execute.
8. Submit to the University Rector annual reports on the state of affairs related to members of the

- teaching staff and the University personnel.
9. Supervise all University teaching staff and personnel members, seek to enhance and improve their competences, and point out the responsibilities entrusted as well as the authorities entitled to each.
  10. Participate in the Interviewing committee of administrative applicants for appointment and concluding a contract with the faculty.
  11. Complete the procedures required in order to provide the Deanship with all its requisites of appliances, devices, instruments, etc. from inside or outside the University, in conformity with the University policy, and the rules currently in effect.
  12. Prepare Job Performance Evaluation forms for Deanship personnel within his administrative supervision sector and to submit them to the Rector for endorsement.
  13. Permit granting leave in accordance with the regulations. Issue the administrative decisions to this effect and to forward Xerox copies of them to the Administration of Personnel Affairs.
  14. Discuss the Deanship budget with the Budget Administration; likewise, to split up the provisions of the Deanship before endorsement by the competent authority.
  15. Carry on implementing the Deanship Plan, which is an offshoot of the University Plan.
  16. Determine (through follow-up) the requisites

	<p>of the Deanship at least two months earlier than the beginning of the fiscal year.</p> <p>17. Participate in the preparation of the annual Deanship Report.</p> <p>18. Communicate with all Departments in the University on financial and administrative matters.</p>
Affiliated Departments	<p>Connected with the Deanship of Faculty members &amp; personnel affairs are the following units:</p> <ul style="list-style-type: none"> <li>• Vice-Deanship of the Faculty members &amp; Personnel Affairs.</li> <li>• General Manager of Faculty &amp; Personnel Affairs.</li> <li>• Assistant manager.</li> <li>• Faculty members Affairs department.</li> <li>• Personnel Affairs department.</li> <li>• Salaries &amp; Allowances Department.</li> <li>• Electronic Services department.</li> </ul>
<b>General manager of faculty members and personnel affairs</b>	
Description	<p>The General manager of faculty members and personnel affairs shall be the Administrator responsible for assisting the Dean of the Faculty members and Personnel Affairs.</p>

<p>Affiliation</p>	<p>The General manager of faculty members and personnel affairs shall be connected with the Dean of the Deanship of the faculty members and personnel affairs.</p>
<p>Responsibilities</p>	<p>Of the responsibilities entrusted to General Manager of Faculty members &amp; Personnel Affairs the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Seek to provide the requisites of the manpower constituting the academic and administrative units of various specializations, upon the approval of the administrator empowered, and in implementation of the regulations and the rulings pertaining to manpower recruitment.</li> <li>2. Resume/carry on with the procedures aimed at granting Saudis and non-Saudi contractual employees recompense for holiday pay, after having been abrogated by the competent administrator empowered, and to permit granting them the remuneration (i.e. recompense and rewards) that is due and is in accordance with the regulations and in execution of the provisions of the contract.</li> <li>3. Issue deduction decisions, cuts, for the number of days on which the official was absent from work (the number being indicated in the notification forwarded by the Department of the Personnel Affairs).</li> <li>4. Announce in newspapers the availability of certain posts; this is to be done only after the</li> </ol>

University Rector's ratification has had the announcement on his desk.

5. Take initial preliminary steps for concluding a contract with the candidate; then the file is left in the hands of the specialist members of the recruitment committee to decide; in case of consent, to complete the procedures, in coordination with the specialist authority, for signing a contract with him.

6. Address the competent authorities, after having obtained the approval of the administrator empowered, requesting an entry visa for certain members of the University units, contractors, and consultants.

7. Complete the procedure for bringing along the expatriate's relatives of the first degree who are, in terms of the regulations, eligible for the entry visa.

8. Expedite the administrative procedures aimed at the expatriate's ease in receiving his salaries, allowances, remuneration for temporary secondment (*intidab*), and for work overtime hours as well as for other parallel or analogous cases, in light of the commissioning or the secondment decision (and after those who started the task have declared that they have finished the work required of them or fulfilled the task entrusted to them).

9. End the procedures, on the other hand, of



those who are reported to have quitted work.

10. Keep track of the procedures pertaining to Job contests; prepare the required information and data for promotion.

11. End the procedures pertaining to granting employees and workmen compensation for service and holidays.

12. End the procedures pertaining to granting contractual employees, at the end of their contracts, the compensation they are entitled to in accordance with the regulations.

13. Sign the requisition forms for the issuance of air tickets for the University personnel in conformity with the orders promulgated in this regard. This should not be construed as contradictory to the authorities invested with other administrators.

14. Seek to achieve efficient supervision over the University administrative units in order to guarantee the perfect observance of the regulations, rulings, and official instructions; seek to provide the atmosphere that keeps business going on smoothly with no obstacles or impediments in its way. This is out of concern for the official's fulfillment of his job duties, which is in line with the policies, plans, and programs set.

15. Agree to grant the casual leave stipulated in the regulations; exceptional leave is excluded.

Complete the procedure for the Departments

	connected with the Director General as well as those belonging to the other Departments.
Affiliated Departments	<ul style="list-style-type: none"> <li>• Assistant manager.</li> <li>• Faculty members Affairs Department.</li> <li>• Personnel Affairs Department.</li> <li>• Salaries &amp; Allowances department.</li> <li>• Electronic Services department.</li> </ul>
<b>Faculty Members Affairs Department</b>	
Description	This Department shall take care of, and provide services for, Saudi as well as non-Saudi members of the Teaching Staff.
Affiliation	It is connected with the General manager of faculty members and Personnel Affairs.
Responsibilities	<ol style="list-style-type: none"> <li>1. Plan, organize and put into the desirable direction all resolutions relating to the affairs of the Teaching Staff as well as to those of comparable cases.</li> <li>2. Supervise the procedures and issues in connection with teaching staff members and those with a comparable status.</li> <li>3. Consider the issues and problems encountering the teaching staff members and those comparable to them.</li> <li>4. Take part in setting a plan aimed at developing human resources of the University.</li> <li>5. Recruit non-Saudi teaching staff from abroad, to hold interviews for them, and to follow up the required procedures to facilitate their arrival into the Kingdom.</li> </ol>

	<p>6. Make effort to enable both Staff and assisting Staff members to attend pertinent training courses and academic conferences.</p> <p>7. Issue requisition for issuance of tickets; to ask for modification of itinerary.</p> <p>8. The Department is to perform whatever additional task it is entrusted with.</p>
<b>Personnel affairs department</b>	
<b>Description</b>	This Department shall take care of, and provide services for, Saudi as well as non-Saudi members of Personnel.
<b>Affiliation</b>	The Department is connected with the General manager of faculty members and Personnel Affairs.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Plan, organize and put into the desirable direction all resolutions related to the affairs of the University employees.</li> <li>2. Take part in setting a plan aimed at developing human resources of the University.</li> <li>3. Apply and implement the regulations and the administrative rulings as exemplified in the procedures to be followed in granting leave of different kinds; transfer from and to the University; submitting to the competent authorities the dates on which the employee commenced his job.</li> <li>4. Evaluate the performance of employees and workmen and prepare and submit periodic reports on the progress of business; provide the</li> </ol>

	<p>Deanship with the daily, weekly and monthly tasks that are incumbent on each official; and figure out the requisite training for each.</p> <p>5. Control and follow up absenteeism (justifiable and unjustified); permissions to leave. Medical reports need to be submitted to the competent authorities for verification.</p> <p>6. Implement and keep circulars, decisions, resolutions, outgoing instructions from the Deanship and incoming ones from various Departments in the University.</p> <p>7. Organize archives where business transactions and documents are filed; keep papers classified so that they are easy to retrieve when needed.</p> <p>8. Embark on the project of sorting out the files of Saudi permanent and non- Saudi contractual employees.</p> <p>9. The Department is to perform whatever additional task it is entrusted with.</p>
<b>Salaries &amp; Allowances Department</b>	
<b>Description</b>	Salaries and Allowances Department shall be concerned with the payment of all salaries and allowances to the Teaching Staff and Personnel members.
<b>Affiliation</b>	The Salaries and Allowances Department is connected with the General manager of faculty members and Personnel Affairs.
<b>Responsibilities</b>	Of the responsibilities entrusted to the Department the following may be mentioned:

	<ol style="list-style-type: none"> <li>1. Payment of payable (salaries, allowances, vacation pay) by the end of the month.</li> <li>2. Make use of research surplus in the payment of salaries.</li> <li>3. Prepare and pay other mature sums of money like remunerating extra lectures and the settlement of dues pertaining to cooperating teachers and workmen.</li> <li>4. Outstanding salary installment. Remunerating those who have been commissioned to secondments and overtime hours.</li> <li>5. The modifications that may emerge as a result of the monthly motion, thereby affecting the salaries.</li> <li>6. Orders to cease payment of certain salaries and to resume payment.</li> <li>7. Prepare notification letters for retrieval of immature sums.</li> <li>8. Issue payment cards for the University personnel at the beginning of every Hijra year.</li> <li>9. Prepare payrolls and record escrow receipts so that they may be reverted to if need be.</li> </ol>
<b>Electronic Services department</b>	
<p style="text-align: center;">Description</p>	<p>The Electronic Services Unit purports both to back up the activities of the Deanship of Faculty Members and Personnel Affairs and to develop such activities, for the Unit is now embarking on automating all procedures on the part of the Deanship along most recent lines. Automation is</p>

	<p>achieved within an environment of new systems, the purpose being to facilitate retrieval of the piece of information.</p>
Affiliation	<p>The Unit shall be connected with the Director General for the Faculty Members and Personnel Affairs.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Compile and store statistical data and information relevant to the Teaching Staff and Personnel Affairs.</li> <li>2. Provide administrators, researchers, and those who are interested with authentic statistically correct data and information.</li> <li>3. Manage the Deanship website on the Internet.</li> <li>4. Furnish the University website with the relevant data.</li> <li>5. Run the Salaries &amp; Allowances System electronically.</li> <li>6. Run the Imprint System electronically.</li> <li>7. Run electronically the System that pertains to the teaching staff and Personnel Affairs</li> <li>8. Run the Passports System electronically.</li> <li>9. Run the Recruitment System electronically.</li> <li>10. Run the Complaints and Suggestions System electronically.</li> <li>11. Run the Job Contests System electronically.</li> <li>12. Run the Social Security &amp; Insurance System electronically.</li> <li>13. Extend technical help and expertise to the Deanship.</li> </ol>

<b>Follow-up Department</b>	
Description	To assess and to rectify the performance of those who work at the University to ascertain that the goals of the University are being accomplished and that the plans, which have been set towards attaining such goals, have been optimally executed.
Affiliation	The Follow-up Department shall be connected with the Rector of the University.
Responsibilities	<p>The supreme Royal Decree No. 1107/M, dated 21/5/1410 AH has pointed out the responsibilities of the Follow-up Department as follows:</p> <ol style="list-style-type: none"> <li>1. Follow the procedures of monitoring to make sure that business is going on well and that performance is rightly guided in the various Departments of the University and the units connected with them.</li> <li>2. Launch follow-up inspection campaigns which are aimed at looking into the prevalent conditions in the various University Units and Departments, the purpose being to locate areas of remissness and slackness in dealing with public affairs. Needless to say, information concerning cases of officials that showed indifference and inadequacy of performance, such cases could not have been detected without the help and coordination between the Follow-up Department and the competent authorities.</li> <li>3. Pay close attention to the manner in which</li> </ol>

University business is going on in various Colleges, Departments, and Units connected with them. More specifically, to gain some information on the extent to which there is observance of regulations, abiding by the rulings, and compliance with the sovereignty of law.

4. Scrutinize the complaints that are referred to the Follow-up Department on the strength of the powers invested with them concerning administrative violation and violations of any kind.

5. Launch preliminary investigations or take part in the investigations revealed by surveillance, in the issues referred to it by the University Rector; or, depending on the instructions which are then observed; to examine the complaints received from the public, the earnestness of the violation having been established.

6. Monitor attendance on the part of university personnel and the units that are connected with it, and follow up the roster to find out when the officials showed up and when they knocked off, so that some action may be taken against those who are negligent.

7. Address to the Saudi control and investigation board issues of its business in the university according to the delegated authorities.

8. Cultivate in the employees a sense of self-censorship.

9. Organize and keep the files and information



	<p>related to the follow-up process in such a way as to render its retrieval an easy task and a most expedient practice.</p> <p>10. Offer proposals that may enhance the progress of business at the University.</p> <p>11. Help update and develop the procedures of business management through cooperation with the competent authorities.</p> <p>12. Prepare periodic reports on the activities and the achievements of the Follow-up Department as well as on the observations and recommendations proposed towards developing it e.g. monthly and annual statistics to delineate complaints and violations. Furthermore, it would be worth investigating to classify the complaints and violations into a number of categories, and to arrive at conclusions and some pieces of evidence, which has to be communicated to the direct administrator assuming responsibility.</p>
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**General director of financial affairs**

<p>Description</p>	<p>The General director of financial affairs shall be the person whose job is to supervise the financial affairs of the University and to provide financial services to all University Departments</p>
<p>Affiliation</p>	<p>The General director of Financial Affairs shall be connected with the University Rector.</p>
<p>Responsibilities</p>	<p>The General director of financial affairs shall be the person who is to supervise the implementation of all regulations, rulings and the</p>

instructions as well as the financial decisions made for the University. He is, furthermore, to make sure that they are efficient in establishing order and in keeping infringement of the law under control. The rulings that merit special mention are those that organize the financial affairs of the universities in the Kingdom. The rules and regulations were issued by the Minister of Higher Education by the decision No. 6/2 that was passed in the second Session of the Council of Higher Education, held on 11/6/1416 (AH). The decision was crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister and the Chairman of the Council of Higher Education, in the supreme telegraphic directive No. (7/B/9045) dated 27/6/1416 which ***is to be promulgated, for implementation, to all the Departments that are connected with the*** General director of financial affairs, ***in addition to the following responsibilities (Appendix No. 2):***

1. Carry on organizing the Departments that are connected with him, and seek to update the techniques adopted and the procedures followed in order to guarantee that, within the framework of these rulings and regulations, financial transactions are to be easily completed.
2. Carry on providing the materials needed and the equipment required for the University Units, with the purchases Department choosing the best

offer as far as Quality, price, speed in supply, and maintenance.

3. Do his best to keep the University assets and properties in good condition, and maintain them if need be. Follow up the University assets in all University warehouses and strive to find the optimal way for storing the various items, which will be different from item to item according to its current condition, the material from which it is made; adopt certain strategies for ascertaining that it is intact and in good condition and to find means that guarantee that the storage is being regularly and continually looked after.

4. Carry on making an annual inventory of all items in the warehouse; drop inventory and to refer the issue to the University Rector. Form committees needed for the job and follow up their work. Their recommendations are to be referred to the Rector. Referral should be resorted to only if the issue is so grave that it warrants explaining the matter to the Rector. The referral should include the causes of the deficit, if any; it should give suggestions on how to remedy it. He also to propose a way for getting rid of the consumable, the proposal to be in harmony with the regulations and the instructions related to storage and properties. Form committees for this purpose; the recommendations they give shall be forwarded to the University Rector.

5. Form committees for the assessment of the needs to make sure that the needs are within the limits of the optimal storage standard.
6. Permit the educational and administrative units to draw items from the University warehouses within the limits of actual need. The use of the forms designated as Inspected, Received, Assemblage, and Returned is probably indispensable.
7. Permit someone whose expertise is needed by the University to do a job for the University outside working hours and for a period that does not exceed 10 days, after having ascertained the availability of the financial credit and reserved the requisite fund for this purpose. Likewise, to permit someone whose know-how is needed by the University to do a job outside the University for a period that does not exceed five days. (Those who are directly connected with the Rector are excluded.)
8. Go on calling those who are concerned to settle the advance payments and the University dues; go on receiving the revenue; and notify those who have rights, whether they are individuals, companies, or public institutions, that they can come to collect their dues, that their dues will *not* be returned as deposits before their owners have been called upon to be officially notified, nor will the dues be returned as deposits before the

regular notification period has elapsed, starting from the day on which notification took place.

9. Form committees for opening the envelopes, examining the bids, and choosing the offer given by the successful bidder. Knock down to the cheapest offer is supposed to fall within the domain of the Directorate General for Financial Affairs. It is what the University Rector thinks of the recommendations made that will determine *the* optimal recommendation.

10. Sign the Bail & the Bank Guarantee Forms for renewal, after the consent of the Empowered person is obtained.

11. Take the most appropriate step in case of realizing that a certain violation of the regulations or any behavior can render the money of the University at stake.

12. Issue the executive financial decisions as stipulated under II, VII, and VIII, only after the consent of the Empowered person is obtained and having expedited the requisite means for its execution and settled the dues of their owners as financial rights (and having deducted the sum needed as the cost of the settlement, involving reports and the like).

13. Finance the University Fund with the bare minimum that can serve the purpose, without really causing us to worry, and to take the necessary precautions.

14. Agree to transfer the items entrusted with certain people or departments to others as necessity demands.
15. Follow up the credit allotted to the clauses of the University budget, and the need for coordination between the Budget department and that of planning in this regard.
16. Endorse the job performance evaluation reports concerning the personnel of the departments connected with the General director. Prepare job performance evaluation reports (for the Heads of the Departments) to be referred to the person invested with the authority for endorsement. The General Department of the faculty members and Personnel Affairs has to be notified of the date when the officials resumed their work and when they quit work that they may complete the procedures.
17. Continue settling the fees and training allowances and payment of dues, and the payment of anything payable, provided that there is, the approval of nominating the persons concerned or delegating them.
18. Sign the payment orders, the settlement permissions, and the like, which is part of the domain of the General Department for Financial Affairs.
19. Agree to pay the advance payments requested from the University Budget, taking into

consideration the text of Article No. 5 of the Royal Decree pertaining to the budgets of public establishment, after the clauses have been determined for spending from them, follow up pay back at due time after using the payment in the exact purposes it was initially allotted for.

20. Agree to grant casual leave as well as urgent leave to personnel officials in the Deanships and Departments connected to him; and to notify the General manager of faculty members and personnel affairs for the completion of the regular procedures.

21. Issue the letters of order to the suppliers for purchase, now that the person who is empowered has agreed in principle to purchase for twenty-thousand SR.

22. Permit the signing of the contracts for supply, assemblage, maintenance and operation, as well as information technology (IT) engineering consultations for a total sum that does not exceed a million SR.

23. Affect a forthright purchase for a sum that does not exceed 500, 000 Saudi Riyals.

24. Agree to form provisional committees in the departments connected with him. Permanent committees are proposed, too.

25. Send invitations and to hold direct communications with companies and public institutions to enter into public competition.

	<p>26. Receive the Quarterly report of the auditor to refer it to a specialist, who is not only to reply to the comments and observations made but also to correct the mistakes or errors—if any. The issue is then placed before the Rector of the University for apparent violations.</p> <p>27. Hold a direct contact with his counterparts in the ministries and elsewhere.</p> <p>28. Consider the need of the University Departments and Units for stamps, the specifications of each of which need to be determined. They are to be provided via the Purchases Department.</p> <p>29. Consider the needs of the University for printed materials, forms of different kinds, etc. All such publications and forms need to be requested from the Purchases Department—only when these have been prepared in their final forms.</p> <p>30. Figure out how many external and internal signboards will be needed, of what kind and what should be written on each—such information is necessary before the Purchases Department can provide the signboards for the University.</p> <p>31. Submit an annual report to the Rector of the University on the performance and the achievements of the Departments that are connected with him.</p>
<p>Affiliated Department</p>	<p>1. The Assistance of general director.</p>



	<ol style="list-style-type: none"> <li>2. The Financial Department</li> <li>3. Planning &amp; Budget Department</li> <li>4. Purchasing Department</li> <li>5. Warehouses Department</li> <li>6. Inventory control Department</li> </ol> <p>N.B.: The Departments listed above have been organized in conformity with the Articles under the Rulings Organizing the Financial Affairs in Saudi Universities.</p>
<b>The Financial Department</b>	
<b>Description</b>	The Financial Department shall be concerned with all the financial procedures related to disbursement of the credits of the annual University Budget; it is also concerned with the incomings. The fact that both detailed disbursements and incomings are recorded methodically and supposed to help the Financial Department work out the Final Accounts at the end of the fiscal year methodically, too.
<b>Affiliation</b>	The Financial Department shall be connected with the General director of financial affairs.
<b>Responsibilities</b>	<p>The following are some of the responsibilities with which the Financial Department is tasked:</p> <ol style="list-style-type: none"> <li>1. Call on those who received advance payments to settle them now that an adequate period of time has elapsed since they were given out.</li> <li>2. Carry on sending the checks to official parties and individuals, now that they are complete.</li> <li>3. Carry on the payment of dues the University</li> </ol>

	<p>owes to Ministries, Public Institutions; the payment of similar claims of outstanding sums of money.</p> <p>4. Implement decisions after the explicit approval of the one who is duly empowered to.</p> <p>5. Look into the observations and the queries received from the General auditing Bureau together with the Departments concerned.</p> <p>6. Submit an annual report on the progress of business in the Department and its achievements.</p> <p>7. He who is tasked with doing the work of the Department shall act for the Head of the Department when he is absent.</p> <p>8. Seek to develop work in the Financial department into electronic work.</p>
<b>Planning &amp; Budget Department</b>	
<b>Description</b>	<p>Planning &amp; Budget Department shall be concerned with the preparation of the University draft budget, the expenditure plan, and the execution of financial obligations; it is also concerned with whatever pertains to the process of planning and follow-up thereof, the preparation of the annual reports, as well as the performance of acts that fall within the range of its responsibilities and with which it is charged by the Supreme University Administration.</p>
<b>Affiliation</b>	<p>Planning &amp; Budget Department shall be connected with the General director of financial affairs.</p>

## Responsibilities

The following are some of the department's responsibilities:

1. Supervise the design of plans related to the University, like the five-year plan for instance; completion of the requirements, in compliance with the instructions that organize such an enterprise; and coordinate efforts between the University Administration and the parties concerned.
2. Collaborate with the competent parties to prepare a timetable for the implementation of the adopted plans, follow up its implementation, and suggest certain amendments on it.
3. Extend help to the academic and administrative units of the University with the drawing up of their annual plans in light of the adopted five-year plan for the University in such a way as to ensure consistency.
4. Trace the implementation of the University annual plans in accordance with the annual follow-up reports; sort out the stages that were achieved and those that were not.
5. Fulfill data and information for the planning guide issued by the Ministry of Economy and Planning for the university quinquennial plans, and discuss them with the academic and administrative units of the university.
6. Draw up the annual draft budget of the University in line with the five-year plan and in

perfect accordance with the rules laid down for the drawing up of the Budget and its versions as issued by the Ministry of Finance and National Economy; and to contact the Colleges, Supportive Deanships, and various Departments to know about their needs so that such needs may be incorporated in the draft Budget.

7. After the Budget has been issued, it is promulgated to the sides concerned in the University. It has to be implemented according to the instructions that it has and the clauses stipulated in its text.

8. The implementation tables need to be prepared in light of what has been approved in the Budget.

9. Submit a periodic report on continuing expenditure by the main categories; look into the financial problems that may crop up ; explain if there have been some instances of overstepping exceeding the proper bounds or whether the financial problems are due to a deficit, in which case the appropriate solutions may be put forward including rationing the expenses.

10. Promulgate the directions and the rulings that have been referred to it as far as its specific specializations are concerned, while this should not be construed as being contradictory to the authorities of others.

11. Assure availability of the required reservation

	<p>on the clauses of the Budget.</p> <p>12. Keep track of the financial status of the University and seek to reinforce the clauses of the Budget or introduce some sort of timely transfers (<i>Munaqalat</i>) from one main category of expenditure into another.</p>
<b>Purchasing Department</b>	
Description	<p>The Purchasing Department shall be concerned with the provision of the needed office and educational accessories and equipment, technological devices, medical and laboratory equipment, such provision is to be made possible through local and external purchase which involves setting conditions and specifications, putting the needed purchases out to tender, examining the offers and choosing the best offer, completing the procedures for insurance, issuing purchase orders and following them up until the reception procedure has been completed, then comes the procedure of having the dues paid, and finally, seek to give them out to the Departments concerned in accordance with the routine procedures that are described as methodical.</p>
Affiliation	<p>Purchasing department shall be connected with the General director of financial affairs.</p>
Responsibilities	<p>The following are some of the responsibilities with which the Purchasing Department is tasked:</p> <ol style="list-style-type: none"> <li>1. Receive the applications sent by the University Units concerning invitations of competitive offers,</li> </ol>

	<p>after they have been approved by the person who is empowered. The aim is to ensure that they are perfectly lawful, so that the announcement may continue to appear in the local newspapers and the Official News Bulletin.</p> <p>2. Submit the list of the University needs to the administration to provide when there is an emergent need for materials or about to run out of.</p> <p>3. Inform the colleges and departments to seek to provide those items that have been approved by the person who is empowered, after ascertaining the availability of the credit and after having arranged for reserving the sum of money needed.</p> <p>4. Receive applications of people who are interested in renting houses and real estate; examine the applications and make a recommendation, which is to be submitted to the Administrative and Financial Committee; then to get the Payment Forms ready after having concluded the contracts with the persons entitled to sign them and those who undertake to settle what they owe to the University.</p>
	<p><b>Warehouses Department</b></p>
<p>Description</p>	<p>The Warehouses Department shall be concerned with keeping materials and giving them out to the academic and administrative units of the University. They are organized by rules and procedures of governmental warehouses and the</p>

	instructions issued by the Ministry of Finance in this regard and the current regulation at the University.
Affiliation	Warehouses Department shall be connected with the General director of financial affairs.
Responsibilities	<p>Of the responsibilities of the Department the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Request materials and specific objects whenever they are about to be used up.</li> <li>2. Supervise the warehouses of the University and the branches thereof and to organize them in compliance with the instructions put forward for the purpose and seek to develop work there.</li> <li>3. Set off the University properties, both movable and immovable, and to be recorded in conspicuous records, keep them in good condition. Also suggest selling those movable properties that are out of order/broken, or those that have been worn out in accordance with the regulations and instructions.</li> <li>4. Follow-up receiving custodies belonging to the administrative and academic units handed over to the Warehouses Department by those whose services at the University have been terminated, those who have changed their work, or those whose services may not be terminated before they have a document of clearance, which is contingent on the signature of the head of this department.</li> </ol>

	<p>5. Make a contrastive study of the techniques of preservation in the warehouses of the University compared to the techniques adopted by other universities. Propose improvement techniques in accordance with the rulings issued in this regard by the competent authorities.</p> <p>6. Make rounds on the warehouses of the University, giving counsel to the personnel who work there, and to submit reports on them. Carry on the periodic inventory of the warehouses; sign the statements and forms in conformity with the rulings that organize such work.</p> <p>7. Submit an annual report on the administration management.</p>
<b>Inventory control department</b>	
<p>Description</p>	<p>The Department shall be concerned with safeguarding public wealth through surveillance over the University assets, entering them in secure records. The department is entrusted with the task of keeping documents corroborating such record. It is also concerned with surveillance over the general warehouse and the warehouses of the University branches. In compliance with article No.24 that pertains to the rules and procedures of governmental warehouses, this department seeks to control the process of drawing any item unlawfully out of the general warehouses or those branches.</p>
<p>Affiliation</p>	<p>The Department shall be connected with the</p>



	General director of financial affairs.
Responsibilities	<p>Of the responsibilities that are entrusted to the department, the following may be mentioned:</p> <ol style="list-style-type: none"><li>1. Provide the parties concerned with the data and the required information in the event that a deficit or loss or damage or any other requirements (e.g. the estimation of the annual needs).</li><li>2. Conduct a monthly comparison of the actual credit of some items in the warehouses with those recorded in the labels of the item control in order to verify to regularity and consistency of the records.</li><li>3. Take part with other committees in specifying the rates pertaining to the supply rooms, emergency rooms, and sites, as well as with other committees as dictated in each case.</li><li>4. Organize a statement giving data on the monetary value of the deficit and the increase of funds as attested to by the forms and reports of the inventory committees or the reports issued by the General Auditing Bureau.</li><li>5. Examine the data concerning accumulated and stagnant storage and to make some recommendations concerning it.</li><li>6. Make a decision as to whether certain items should be re-stored or be dispensed with right away.</li><li>7. Examine the inventory reports, identify the</li></ol>

funds of stored item and allocate a value for it at the end of every fiscal year.

8. Conduct inventory processes in accordance with article No.27 and article No.28 as pertaining to the rules and procedure adopted in governmental warehouses as follows:

A. *The total inventory*: this kind of inventory involves examining all stored items in the central warehouses and those of the branches simultaneously at least once a year. The members of the committee(s) are appointed (by a decision made by the University Rector) from members other than the officials, i.e. warehouse-keepers. The committee should have as one of its members a specialist from the Department, if needed, a technician. As for the Supplies Room and the Emergency Room (or the site), the inventory task may be entitled to only two members in addition to a technician; or still more, and this is up to the discretion of the Head of the Branch or the Unit.

B. *The total and continual inventory*: this kind of inventory, which is continually achieved by the same committees and in coordination with the Warehouses Department throughout the whole year.

C. *The Partial Inventory*, in which the inventory is done unexpectedly. Here only some items may be looked at for the Inventory purpose.

N.B.: The Total Inventory or the Total and

	Continual Inventory may do instead of delivery and reception inventory between officials running warehouses, if this is done immediately after finishing either inventory on condition that both the person who deliver the items and the receiver are agreed on this and when this is accompanied by the endorsement of both the Head of the warehouses department, and the Head of the branch or unit.
<b>University rector's office</b>	
Description	The office shall be concerned with providing all services for facilitating the work of the rector and supervising the personnel working in the office.
Affiliation	The Office of the University Rector shall be connected with the University Rector.
Responsibilities	<ol style="list-style-type: none"> <li>1. Make appointments and arrange for meetings and organize visits paid to the Rector.</li> <li>2. Receive the mail addressed to the University Rector, as well as the files waiting for the directive or signature. The Director of the Office is to present the mail and the files to the rector and then to implement his instructions concerning them.</li> <li>3. End the process of sending the outgoing correspondence in accordance with the directives of the University Rector and to follow up the procedure of sending it as outgoing mail.</li> <li>4. Receive visitors and those who have come to inquire of the Rector about their issue.</li> </ol>

	<p>5. Promulgate the instructions and directives of the University Rector to the administrative units connected with him.</p> <p>6. Keep documents and papers that belong to the office of the Rector. The responsibilities include wording, rephrasing, sending circulars, following up, and archiving the correspondence and decisions of the University Rector.</p> <p>7. Answer the phone calls related to the University Rector and to take the necessary steps in their connection.</p> <p>8. Drawing up of periodic reports on the achievements and the activities of the Office and suggest ways for the development of work and submitting them to the University Rector.</p> <p>9. Administratively supervise officials who work in the office of the University Rector to divide work among them and to follow it up.</p> <p>10. Attend the sessions of the University Council and rephrase its proceedings and keep track of that the implementation of which has been agreed upon.</p> <p>11. Train officials to familiarize them with the new work.</p> <p>12. Perform whatever work is charged to him.</p>
	<b>The Financial Controller</b>
Description	The University should have a Financial controller and one assistant or more according to the requirements of work. They are to be selected by

	<p>the University Council upon nomination of the University Council. They are to be held responsible before the University Council. In case the Financial controller is absent and in the event that for one reason or another he did not show up, the University Rector may charge his assistant with the work. Then he refers the issue to the University council and this is in harmony with article No.20 of the rulings organizing the financial affairs in the University which are issued by the resolution No.(6/2) that was passed in the second session of the Council of Higher Education held on (11/6/1416 AH) which is crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister and the Chairman of the Council of Higher Education in the sublime telegraphic directive No.(7/B/9045) dated (27/6/1416 AH) (Appendix No.3).</p>
<p>Affiliation</p>	<p>The Financial controller shall be connected with the University Rector. The Financial controller's Assistant or the most senior assistant (in case there is more than one) shall act for him in practicing the Auditor's authorities or in the event that some circumstances have cropped up that preclude his resumption of work. This is upon commissioning of the University Rector, who is to notify the University Council of it.</p>
<p>Responsibilities</p>	<p>In accordance with the rules and regulations:  <a href="#">Article No. (21)</a></p>

It stipulates that in choosing a financial controller or an assistant for him it has to be kept in mind that he should be of Saudi nationality, that he should be characterized by honesty, and that he should have an impeccable moral record; furthermore, he should be possessed of the professional competence and practical experience.

[Article No. \(22\)](#)

It is the Financial controller's responsibility to verify that all processes of expenditure and levying of incomings are in perfect accordance with the regulations of the Council of Higher Education and of the Universities as well as these rulings.

[Article No. \(23\)](#)

In no circumstances may any sum of money be disbursed unless it is endorsed by the Controller, whether disbursement is to be made by an order of payment, a check, or a transfer.

[Article No. \(24\)](#)

In no circumstances may any sum of money be paid out of the University funds except on the basis of the original document. In case payment is to be made on the basis of a Xerox copy of the document or on the basis of a substitute for the lost documents, then this is to be done in accordance with the decisions and the instructions in effect.

[Article No. \(25\)](#)

It is incumbent upon the Financial controller to ascertain the availability of credit in the University budget and that the regulations or the orders of the competent authority in the University have approved the disbursement. He should decline to sign the documents if he finds out that they violate the rules adopted by the University in the preparation of the budget, or if there is a violation of the regulations or the rulings observed in the University, or a violation of the financial instructions of the budget and accounting procedures. While the Controller should decline to sign any document he is dubious about, he should give his reasons in writing. Should it happen that there is a disagreement between the Financial controller and the Director of the Financial affairs on whether the disbursement is legal or otherwise, the issue should be submitted to the Rector of the University with the two opinions explained. In this case, it is the Rector's decision on the issue that must be implemented. If the Financial controller does not appear to find the Rector's decision as cogent enough, then – after execution—he should write up a report and submit it to the University Council, whose decision shall be final.

[Article No. \(26\)](#)

The Financial controller shall examine the financial record at least once every month to

verify that all entries are correct, that they are in accordance with these rules and regulations, and that they are in compliance with the well-known basics of accounting.

[Article No. \(27\)](#)

It is incumbent upon the Financial controller to do the following:

A. Verify that all the money of the University, whether it is movable or immovable, is used for the purposes for which it has been assigned, and that the departments concerned have such procedures to safeguard the money and the properties, and ensure that it is properly used and well-exploited.

B. Keep track of the regulations and the financial and accounting rules, which are currently in effect, to verify that they are applied in actual practice, and to ascertain their adequacy, appropriateness, and to submit his suggestions to the University.

C. Check periodically, every three months, that no sum of money has been unjustifiably either deposited in the University "custody" account or entrusted to someone's care there on a provisional "amanat" basis.

D. Ascertain that the common rules pertaining to warehouses are being carried out; also to supervise the inventory process and to be reassured of its procedures.



	<p><a href="#">Article No. (28)</a> The Financial controller shall be a member on the committee for the examination the offers at the University.</p> <p><a href="#">Article No. (29)</a> The Financial controller, as well as those who are charged with the responsibilities of surveillance over the warehouses and with financial business, has the prerogative to look at all data, and to get the required information that enables them to perform their tasks. The competent authorities at the University have to cooperate with them.</p>
<b>Legal Department</b>	
<b>Description</b>	The Legal Department shall seek to give a precise, technical legal opinion. The Director of the Legal Department shall give his informative opinion on various legal matters, to have a look at all contracts and agreements in order to present them in a legal form. He shall conduct administrative investigations in addition to representing and to assume to defend lawsuits before the competent authorities. He has to prepare and review the relevant administrative decisions. Part of his work includes the legal wording in legal jargon which is needed in expressing the profound legal points of view.
<b>Affiliation</b>	Legal Department shall be connected with the University rector.
<b>Responsibilities</b>	The following are some of the responsibilities

entrusted to The Legal Department:

1. Represent the University before the Grievance Bureau and the other judicial bodies and the committees of laborers in all issues where the University plays a part.
2. Explicate the rules and regulations when needed.
3. Look into the grievances lodged with The Legal Department whether by the University personnel or others and to submit the legal opinion to the Empowered.
4. Look into the minutes of proceedings of the Colleges or Institute Councils, Deanships, Centers, Funds, and Societies and to let the Rector know of the regular legal observations.
5. Render the wording of all contracts, rules and decisions that are based on such regulations, as well as disciplinarian resolutions, expressed in precise legal terms.
6. To be a member of investigative committees.
7. Look into issues involving violation problems and give legal opinion to the Empowered.
8. Supervise legal affairs at the University, which includes:
  - Cases pertaining to the University.
  - Administrative investigation inside the University.
  - Implementation of rulings, laws and resolution.
  - Complaints and grievance

	<p>- Contracts and agreements.</p> <p>9. Give legal opinion and elucidate ambiguity with respect to the issues in question.</p> <p>10. Write up an annual report and periodic quarterly reports on business of the administration and submit them to the University Rector.</p> <p>11. Implement whatever tasks The Legal Department is charged with by the University Rector.</p>
<b>Unit of internal audit</b>	
<b>Description</b>	The unit of Internal Audit is responsible for conducting an internal audit or an official examination of the activities related to University's operation by virtue of its authorities according to the Unified Rulings pertaining to the Internal Audit Units in the governmental bodies and Public Establishments, which were issued in conjunction with the Resolution No. 129, dated 6/4/1428 (AH). (Appendix No. 3).
<b>Affiliation</b>	The Internal Audit Unit shall be connected with the Rector of the University (as it is stipulated in Article No. 2 of the Unified rules and regulations).
<b>Responsibilities</b>	<p>Without detriment to the other kinds of audit, which are established, in their own right, as within the regulations, the Unified Rulings have restricted the responsibilities of the Internal Audit Unit to the following:</p> <p>1. Evaluate the Internal control Systems, including</p>

that which pertains to Accounting in order to check that they are correct and appropriate, delineate aspects of inefficiency, if any, and propose the ways and means for remedying them so that the money and properties of the party concerned might be safeguarded against embezzlement, loss (through negligence), fraudulence, or the like.

2. Check that the party concerned abides by the regulations, rules, instructions and financial procedures, and check that it is adequate and appropriate.

3. Assess the extent to which the organizational plan of the party concerned is adequate enough as far as demarcation of authorities and responsibilities and dissociation of incongruous specializations, and other such organizational aspects.

4. Assess the extent to which the party concerned has achieved its targets; account for the disparity, if any.

5. Locate the areas where the party concerned shows misappropriation of its material and human resources, and propose what may be done at present and should be done to forestall such acts in the future.

6. Examine the documents (concerning expenditures and incomings to check that they are correct and methodical).

7. Examine the accounting records to check that the registered entries are all in line with the correct accounting system
8. Check the registers and the agreements concluded in which the party concerned is actually one of the contracting sides, in order to check the extent to which the two sides have complied with the terms of such agreements.
9. Look over the cashiers' transactions, to examine the records and the documents in order to check that all accounts are correct.
10. Audit the transactions of the warehouses to examine the records, files and documents in order to check that the inventory has been done in accordance with the rules and the set procedures.
11. Audit the financial reports and final accounts which are prepared by the party concerned; check that they are precise and that they are in harmony with the regulations, rulings, instructions and policies adopted by the party concerned.
12. Give counsel when embarking on discussion of a rough draft budget.
13. For the unit to perform any task that the person who is held to be the first one responsible in the party concerned within the specializations of the unit.

<p>Description</p>	<p>Projects Department shall seek to facilitate the fulfillment of the University’s mission; to provide services to the University and the Community in the management and construction of projects; supervise such projects, keeping under control quality projects that are of high suitability and adequacy. It also seeks to optimally promote the investment of human and material resources available, which are a great asset for both the current and future projects, and surmount the difficulties that impede accomplishment of the projects or contribute to dwindle in quality.</p>
<p>Affiliation</p>	<p>The Projects Department shall be connected with the Rector of the University.</p>
<p>Responsibilities</p>	<p>Of the responsibilities entrusted to the Projects Department, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Take part in looking over new projects for the University and brief the Rector on the results of the studies made in this concern.</li> <li>2. Take part in the drawing up of documents pertaining to contracts of construction projects.</li> <li>3. Take part in the examination and the analysis of the offers; carry on with the procedures that will eventually lead to singling out the “successful bidder.”</li> <li>4. Seek to develop business in the Administration through recruiting well-qualified, and highly energetic personnel in view of the technical</li> </ol>

- impact upon the future of the projects.
5. Prepare feasible plans for small enterprises and examination of what the consultative authorities have to prepare in connection with the University.
  6. Keep in touch with the designer, with whom the University has signed a contract for designing the University Campus, in order to receive the projects that have been finished as a preliminary step towards calling for tender and inviting competitive offers.
  7. Follow up the projects to check that the timetable plan is being executed. This is to be done by coordination with office supervising the projects, and to report that to the Rector of the University and the parties concerned outside the University.
  8. Coordinate between, and deal with, the contractors and the consultants; submit their applications and queries to the University Rector and to let them know the reply.
  9. Call for a tender so as to determine the best bid technically and financially.
  10. Cope with the needs and inquiries of the various sides inside and outside the University concerning the projects.
  11. Support the Legal Department with its defense before the Grievance Bureau as regards to the lawsuits filed against the University. In such cases, the Projects Department will undertake to

- collect information and documents related to such issues.
12. Form committees for the evaluation and examination of offers submitted for the implementation of the University projects.
  13. Propose list of contractors who may enter into limited competitions for implementation.
  14. Carry on with the transactions of payment for the projects in accordance with what has been achieved.
  15. Propose the names of committees for initial reception and those for final reception of projects that have been finished.
  16. Give technical consultative opinion to the University units.
  17. Seek to achieve as much benefit as possible from the human power according to the available potentialities.
  18. Write up reports on job evaluation for all officials in conformity with the directions organizing such records.
  19. Make sure that all documents for the projects to be announced in the tender, are accurate and complete, and notify the purchasing department to announce them for public competition.
  20. Answer the queries of contractors during the period of receiving offers. This is to be done in coordination with the other departments.
  21. Take the necessary measures as regards the



application for the extension of the implementation period in case the contractors of the University projects have been charged with new tasks. This is to be done if the contractors have been charged with the tasks at a time that does not permit completion of the task in the remaining period of the project, or in case a decision of the University leads to stopping or delay of the work for reasons that the contractor has nothing to do with, and to submit to the authorized person.

22. Take the necessary procedures as regards an increase or a decrease of the contractors commitments within the limits and credits required within the regulation and that which is in the interest of work. And then to submit to the authorized person.

23. Give opinion concerning the consultants' and contractors' applications which pertain to their need for visas, in accordance with the interest of the work.

24. Draw up the requirements of the annual budget in connection with the new projects.

25. Submit the quarterly report which gives a synopsis of the tasks that have been achieved and the status of expenditures on all projects during that period.

26. Agree to offer ordinary and urgent leave to worker in coordination with the other department

	<p>and in conformity with the regulations and rulings. Also to coordinate leave according to work demand and to cancel the leave of anyone so long as the interest of the work requires his presence.</p> <p>27. Specify the University's need of technical and administrative manpower and to propose what may deem necessary in coordination with the Deanship for Faculty Members and Personnel Affairs in order to provide the qualified staff required and to promote their competences.</p> <p>28. Implement whatever task the department may be asked by the University Rector to do.</p>
<b>Directors of the Offices of the Vice-Rectors</b>	
Description	<p>For each of the Directors of the Offices of Vice-Rectors to administer the Office of the respective Vice-Rector. Besides, to supervise the affairs of the personnel who work in the respective office.</p>
Affiliation	<p>The Director of the Office of the Vice-Rector shall be connected with the respective Vice-Rector.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Make an appointment for an interview or a meeting with the Vice-Rector, or for a visit paid to him.</li> <li>2. Receive the Vice-Rector's mail as well as the transactions that need to be signed or referred to the appropriate Department or Unit; submit them and then implement all his instructions meticulously.</li> <li>3. Be thorough with the process of forwarding the</li> </ol>

	<p>outgoing mail in accordance with the directives of the Vice-Rector; follow up the itinerary of the outgoing mail.</p> <p>4. Promulgate the instructions and directives issued by the Vice-Rector to the administrative Units that are connected with him.</p> <p>5. Undertake the task of drawing up and framing all correspondence in due form; furthermore, send circulars, archive and follow up correspondence and decisions issued by the Vice-Rector; keep documents and papers that belong to the Deputy rectorship.</p> <p>6. Draw up periodic reports on the achievements and the activities of the Office, and put forward the suggestions that may help to develop work. The reports and suggestions need to be presented to the respective Vice-Rector.</p> <p>7. Distribute and then follow up the burden and the tasks over the officials in the Office and follow up achievements.</p> <p>8. Coordinate between the appointments made for the respective Vice-Rector.</p> <p>9. Train the officials and acquaint them with the new tasks.</p> <p>10. Perform whatever task is entrusted to the Director of the Office by the respective Vice-Rector.</p>
<b>Administrative Development Department</b>	
Description	To seek to qualify, train, and develop manpower

	<p>at all levels and in various domains inside the University in order to promote the skills of University personnel and to refine their competence for the purpose that they may perform their duty and achieve their tasks completely. Besides that, to seek to provide a conducive environment for more inventiveness and creativity.</p> <p>(the decision No. 193 dated 18/11/1409 AH issued by the Supreme Committee for Administrative Reform which purports to entrust the responsibilities that are related in connection with organization and training to an administrative unit in every governmental body which is designated as “the Administrative Development,” which is connected with the supreme leaderships of the governmental body).</p>
<p>Affiliation</p>	<p>The Department shall be connected with the Vice-Rector of the University for Development and Quality.</p>
<p>Responsibilities</p>	<p>In compliance with the decision of the supreme committee for Administrative Reform mentioned above, the responsibilities that are entrusted to the department include the following:</p> <ul style="list-style-type: none"> <li>- Study and determine the training requirements of the employees at the University in all domains, in cooperation and coordination with the authority concerned.</li> </ul>

	<ul style="list-style-type: none"><li>- Propose the plans and programs needed for the employees at the University to avail themselves of the training opportunities offered within various domains (in light of the regulations and rulings in this respect as well as in light of the actual training needs in cooperation and coordination with the authority concerned); seek to follow up the implementation of such plans and programs after they have been approved.</li><li>- Conduct organizational studies for the University and to update its Organizational Manual whenever it is mandatory to do so.</li><li>- Follow up the current rulings and offer suggestions for improving.</li><li>- Simplify business procedures at the University, design and develop the forms in use, and draw up and update <i>The Procedures' guide of the University</i>.</li><li>- Follow up the use of equipment and electric devices, and stationery; and draw up studies aimed at rationing their use and consumption; and propose only the items that suit the purposes of the department.</li><li>- Follow up the performance of the employees at the University, evaluate the job performance, draw up reports, and submit the reports to the authorities concerned.</li></ul>
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	<ul style="list-style-type: none"> <li>- Setup an information system through which all information (which helps the Department of Administrative Development to perform its tasks) may be collected, classified and stored.</li> <li>- Perform whatever tasks maybe entrusted to the department within its domain.</li> </ul>
<b>Performance measurement unit</b>	
<b>Description</b>	Performance measurement Unit shall seek to measure the performance of administrative and academic units at the University and to figure out the annual performance indexes that reflect the productivity and performance of such units.
<b>Affiliation</b>	Performance measurement unit shall be connected with the University Rector, in conformity with the decision issued by the Cabinet No. (187) and dated 4/7/1429 AH, and pursuant to the administrative decision No.1/1 and dated 1/1/1432 AH, concerning the delegation of some powers authorities, the unit shall then be organizationally connected with the Vice-Rector for Development and Quality.
<b>Responsibilities</b>	In compliance with the decision issued by the Cabinet No.(187) and dated 4/7/1429 AH, the responsibilities of the unit may be summed up as follows: <ol style="list-style-type: none"> <li>1. Evaluate the current production rates of the administrative and academic units of the University.</li> </ol>

2. Assess the fluctuation rates of the units' performance by comparing spans of time.
3. Evaluate the efficiency through finding out information on the quality of the services offered.
4. Evaluate the production adequacy of the University units through finding out information about the extent to which the resources have been optimally used.
5. Make a contrastive analysis between the performance of the administrative units and the academic units at the University with regard to production and efficiency.
6. Conduct standard comparison between the University performance as a whole and that of similar universities both internally and externally.
7. Construct a database that allows the flow of input of the administrative and academic units and their output to the measurement center.
8. Draw up reports on the performance of various units at the University.
9. Draw up reports on the units' achievement.
10. Submit recommendation for the units that benefit by the evaluation of performance in order to reinforce points of strength and remedy aspects of inadequacy in performance.
11. Do whatever tasks that may be entrusted to the unit.
12. Monitor the performance indexes of the strategic plan designed for Najran University; and

	<p>help the University to earn the Institutional and academic accreditation.</p> <p>13. Design, prepare, apply, and analyze the assessment tools used in the evaluation of achievements and academic activities.</p> <p>14. Follow up satisfaction with respect to those who benefit from the administrative services involving various University units and including businessmen, the community, students, teaching staff members and graduates.</p> <p>15. Communicate with the University academic departments, activating them to check the extent to which the study plans for subjects, programs and courses are compatible with the requirements for quality and the job market.</p> <p>16. Cooperate with Universities, colleges, professionally vocational centers and corporations and local consulting firms.</p> <p>17. Conduct workshops in the domain of assessment and evaluation in such a way as to disseminate the cultural concepts of <i>assessment</i> and <i>evaluation</i> inside the University.</p> <p>18. Publish brochures, leaflets, and booklets on assessment and evaluation.</p>
<b>Research Chairs</b>	
Description	To accomplish the mission of the University in the domains of knowledge and sciences that serve and back up research and the national economy, which is after all based on knowledge, and to



	fulfill the needs of the sponsoring entities.
Affiliation	The Research Chairs unit shall be connected with the Vice-Rector for Graduate Studies and Scientific Research.
Responsibilities	<ol style="list-style-type: none"> <li>1. Fulfill the requirements of science, knowledge and research in the domains of medical sciences, pharmacology and engineering; science and mathematics; economics and investment; architecture and planning; computer science and information technology; and Islamic studies.</li> <li>2. Form an alliance with international universities and research centers that are world-widely known as pioneers in the realm of Research Chairs.</li> <li>3. Sanction the public-private sector partnership in the field of Research Chairs and optimize investment of the University's relationships with various social sectors and institutions.</li> <li>4. Invest the University's capabilities, equipment, laboratories, and human resources.</li> <li>5. Recruit high caliber scholars and scientists who have been awarded the Nobel Prize, King Faisal's International Prize, or Prince Sultan's Prize; or those who were candidates for such prizes; or other outstanding scientists and scholars to contribute to Chair research.</li> <li>6. Seek to choose those graduate students who have a creative character and who are talented; take care of them and orient them for participating in a Research Chairs projects.</li> </ol>

	<p>7. Stimulate University personnel to cooperate with Research Chairs.</p> <p>8. Execute pioneering scientific and technical projects in collaboration with distinct local as well as international scientist and researchers.</p> <p>9. Conduct scientific activities in the domains of Research Chairs (e.g. symposiums, workshops, seminars and conferences).</p> <p>10. Supervise doctoral dissertations and Master’s theses and develop new courses in the field of Research Chairs.</p>
<b>Scholarship missions &amp; Training Department</b>	
Description	<p>According to Article No. 1 of the <i>Rules and regulations Pertaining to mission scholarships and Training</i>, which was issued by the decision of the Council of Higher Education dated 6/4/1417 (AH) in the fourth session convened on 7/2/1417, and crowned with the approval of the Custodian of the Two Holy Mosques by the Sublime Telegraphic Directive No. 7/B/16785 dated 4/11/1417– pursuant to Article No. 1, scholarships and training aim at enabling the University personnel to qualify for a higher academic degree or, according to the needs of the University, develop their academic, administrative and technical skills</p>
Affiliation	<p>The <i>scholarship missions and Training Department</i> shall be connected with the Vice-Rector for Graduate Studies and Scientific Research in</p>

	<p>accordance with Article No.2 of the rules for Scholarships and Training, which stipulates that a permanent committee be formed for scholarships and Training. The committee should be formed by the University Council. It is to be headed by the Vice-Rector for Graduate Studies and Scientific Research. The committee's recommendations are to be submitted to the council after being endorsed by the University Rector.</p>
Responsibilities	<p>Of the responsibilities that are entrusted to The Department:</p> <p><b>A. In connection with Academic scholarships:</b></p> <ol style="list-style-type: none"><li>1. Follow the necessary procedures in connection with those who work at the University and have been granted a scholarship and coordinate efforts with the authorities concerned with scholarships.</li><li>2. Prepare <i>The Academic Scholarship Manual</i> that includes the systems and regulations that pertain to academic scholars and scholarship issues, agents and entities for their services in the places where they study.</li><li>3. Collect the information that pertains to the accredited universities outside the Kingdom as well as to the language teaching institutes. Guide the scholars so as to help them correspond with the said these universities and institutes and to have an idea both about the University status and its requirements.</li></ol>

4. Issue the executive decisions pertaining to the scholarships: to renew them and to terminate them; to enable the scholars to bring along their spouses with them; to issue the orders for payment of basic dues as well as recently due remuneration and allowances that are to be paid out for the academic mission of demonstrators and lecturers who granted scholarships for corpus material and data collection.

5. Carry on implementing the programs of the academic scholarship and draw up periodic reports on each one of them, and establish rapport with them (in conformity with University instructions), and draw up an annual report on this matter.

6. Receive reports on the academic scholars, examine them, and notify whom it may concern.

7. Provide the colleges and University Departments with information on each of the academic scholars.

8. Submit an annual report on the department's activities and achievements.

**B. In connection with Training:**

1. Coordinate efforts with the teams that are charged with training.

2. Pool all applications of candidates and forward them to the training party; follow up the trainees; notify the Empowered by sending periodic reports

on the progress of the trainees; receive the results and notify the competent authorities.

3. Apply to whom it may concern to have the trainees' dues paid (In accordance with the regulations and instructions).

Pursuant to Article No.3 of the rules and regulations pertaining to Scholarships and Training the committee for Scholarships and Training is to be charged with all scholarships affairs and issues. However the following responsibilities should be accorded particular attention:

1. Propose the overall policy for Scholarships and Training.

2. Propose the annual plan for the Scholarships and Training of University personnel after coordination with the University authorities concerned.

3. Consider the recommendation of the College and institute councils and analogous councils concerning the scholarships of demonstrators and lecturers in coordination and to recommend that which is appropriate in light of the annual plan for scholarships, bearing in mind the following points:

a) The number of the Saudi teaching staff members and their rate to the total number of teaching staff in the department, their majors, and teaching

	<p>loads.</p> <p>b) The number of lecturers and demonstrators in the Department.</p> <p>c) The number of scholars in the Department, those who are expected to be back and their areas of specialty.</p> <p>4. Recommend granting scholarships for the administrators, technicians and other University personnel members. (This is in harmony with the adopted plan of the University.)</p> <p>5. Recommend the extension or the termination of the academic scholarship or training on the basis of the suggestion that is proposed by the college and institute councils and the authorities concerned.</p> <p>6. Recommend the University personnel training.</p> <p>7. Follow up the academic status of the scholars and trainees in coordination with the academic Departments or the party with which the latter are connected, provided that a report is submitted to the University Council about the academically defaulted scholars after half the period has elapsed.</p> <p>8. Draw up a detailed annual report on the progress of scholarships and training at the level of colleges and Departments, the report to be submitted to the University Council.</p>
<b>Cooperation &amp; International Agreements Unit</b>	
Description	<i>The Cooperation and International Agreements</i>

	<p><i>Unit</i> shall seek to reinforce cooperation between Najran University on one hand and well-reputed Arab and international organizations and universities (which are recognized by the Ministry of Higher Education) on the other hand. It shall also seek to conclude international contracts with them, in an endeavor to impart the academic expertise to the University personnel, students, teaching staff members, and administrators.</p>
Affiliation	<p>The Cooperation and International Agreements Unit shall be connected with the Vice-Rector for Graduate Studies and Scientific Research.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Adopt policies and mechanisms for opening communication channels with the Arab and foreign universities, institutes, and research centers in all fields.</li> <li>2. Propose the fields of cooperation related to academic accreditation and quality systems with pioneering universities and academic organizations and hold partnerships and agreements with them.</li> <li>3. Prepare the studies for the agreements which the University is keen on concluding with the other Arab and foreign universities within the two domains of (a) quality and academic accreditation and (b) research, the cultivation of research centers and research chairs.</li> <li>4. Draw up cooperation agreements with other sides, and communicate and coordinate between</li> </ol>

	<p>the University and the other party.</p> <p>5. Follow up and make a periodic evaluation for the bilateral cooperation programs between Najran University and the regional as well as the international universities, research centers and various parties.</p> <p>6. Follow up and supervise agreements with Arab or international universities or organizations.</p> <p>7. Arrange for visits of teaching staff members and administrators to the pioneering Arab and international universities, the purpose being to analyse their experience which has led to the development of its program, educational and administrative media in an endeavor to impart such experience to the University.</p> <p>8. Examine contracts which have been concluded with external party, and propose suggestions and recommendations, and submit them to higher University administration to acquaint them with such recommendations, and make the necessary decisions regarding them.</p> <p>9. Implement whatever tasks the Unit may be charged with by the Vice-Rector for Graduate Studies and Scientific Research.</p>
<b>Public Relations &amp; University Media Department</b>	
Description	<p>To introduce the University activities informatory, to publish news in the various media available, to dully arrange for the reception of official delegations, to supervise the University electronic</p>



	website and to range for meetings and conferences.
Affiliation	The Public Relations and University Media Department shall be connected with the Vice-Rector.
Responsibilities	<p>Of the responsibilities entrusted to the Department, the following may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Take the required steps to subscribe to newspapers and magazines and to distribute them in accordance with the instructions that have regulated this matter. As for specialized scientific periodicals, things should be left as they are now till the full establishment of the Deanship for Library affairs to take the full responsibility in this regard.</li> <li>2. Contact the Information Media and various news agencies in order to provide them with news about the University, the efforts expended towards achieving its aims. Invite them to come over and convey the University news, announce its activities and publish its announcement (after the Empowered Authority has consented to the proposal).</li> <li>3. Keep track of what is published in the daily newspapers and other forms of media concerning suggestions and complaints about the University so that these may be communicated to whom it may concern and in order to arrive at the appropriate</li> </ol>

directive.

4. Draw up a daily report on that which is issued in the newspapers and magazines concerning the University and on that which has, on the whole, affinity with University news, educational news, and general news. Such reports should be delivered to the administrators.

5. Take part in the drawing up of periodic informatory reports on various Departments of the University, including background information about its foundation, its aims, its activities, and its image in the press.

6. Issue a *Telephone Directory* for Najran University which includes the telephone numbers of the University Departments, the Educational Units, governmental bodies and Departments in the region, and other telephone numbers relevant to the Directory.

7. For anyone (affiliated to the University) that wishing to have something published in the Information Media, he has to coordinate with the relevant Department that he is connected to.

8. Continue having the University's ads published in the local newspapers and the Official News Bulletin, contact the parties concerned to organize their ads and to get them ready for publishing, except for competition and purchasing announcements, which is the specialty of the purchasing Department.

9. Receive the University's guests; make sure that they been well-accommodated provide the transportation means for them, and to supervise their stay in accordance with the instructions issued.
10. Participate, in coordination with the relevant party, in providing the general services required by the conferences, symposiums, and parties held in the University.
11. Make the necessary arrangements for travelling of the Rector of the University and his guests who are leaving.
12. Draw up an annual report on the progress of business at the Department, its achievements and the suggestions that lead to its development and improvement of its performance.
13. Issue the *University Newsletter*, in coordination with the Editorial board.
14. Establish technical department for the production of TV and broadcasting programs; and a department for photography; and still another department for journalism design and layout.
15. Contribute in an inforamatory manner to occasions and exhibitions held inside and outside the University.
16. Document the University occasions in words, sounds and images; and to archive them into well-organized digital records.
17. Arrange to have annual calendars that bear

the name of the University. As customary, the calendars are to be distributed to the University Units at the beginning of every year.

18. Call on the teaching staff members and some members of the University personnel to publish their works via the various media.

19. Give information about the University and its activities to official delegates and visitors through the display of some informatory materials that are available. The display is to be made in a hall specifically prepared for this purpose in the Center. Provide the groups and individuals with the needed informatory materials.

20. Organize informatory meetings /forums for the various information media to fit the occasion that is celebrated by the University, in accordance with the directives of the Administrator Empowered.

21. Distribute the complimentary copies of the publications (or other things) to the various departments and units of the University.

22. Distribute the official incoming invitations; arrange for the outgoing ones; go on with distributing them.

23. Organize the visits on feast days paid by the University personnel as well as the subsequent event which is contingent on the instructions of the Administrator Empowered.

24. Keep track of appointments and promotions in

	<p>the various governmental bodies. Draw up letters of felicitation or congratulations; comforting or consolation letters; condoling or letters of condolences. Send letters of condolence in the name of the University endorsed by the Rector.</p> <p>25. Start making an integrated plan for organizing social and cultural meetings and for the exchange of visits between University personnel; extend the visits to other sectors.</p>
<b>Property and University endowment Department</b>	
Description	<p>The property and University endowment Department shall seek to take care of the University properties and to invest them in such a way as they become of benefit; in addition it seeks to authenticating such properties, and to suggest the best way to exploit them so that they may do service to the University.</p>
Affiliation	<p>The Department shall be connected with the Vice-rector.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Manage the properties and endowments of Najran University.</li> <li>2. Provide the best opportunities for the exploitation of the University properties.</li> <li>3. Increment the University properties.</li> <li>4. Contribute to the University for a new type of income.</li> <li>5. Construct a frame of reference for the University properties.</li> <li>6. Suggest ways that guarantee to take care of the</li> </ol>

	<p>University properties.</p> <p>7. Implement whatever task is commissioned to perform by the University Rector.</p>
<b>Documents &amp; Correspondence system Department</b>	
Description	<p>The Department shall offer the administrative communication at the University, and document and archive the administrative transaction.</p>
Affiliation	<p>The Department shall be connected with the Vice-rector.</p>
Responsibilities	<p>The followings are some of the tasks that may be mentioned:</p> <ol style="list-style-type: none"> <li>1. Supervise the outgoing and incoming correspondence and outgoing telegrams issued by the University and coming in to it.</li> <li>2. Respond to the queries raised by the governmental official or personal inquiring in the range of its specializations and to provide the customers with information and data (within the limits of the regulations and the instructions in this concern).</li> <li>3. Refer incoming correspondence and telegrams that do not need any definite directive to the executive departments in the University on the spot. As for those that do need some directions, they have to be referred to the official in charge. Mail addressed to the University Rector or Vice-Rectors of the University shall be an exception and it has to be delivered to the relevant office directly by the Documents and Correspondence</li> </ol>

system Department.

4. As for papers which are addressed to the University Rector or anyone of the Vice-Rectors and appear to be somewhat important, the Director of the Documents and correspondence system Department is to communicate with the Director of the Office of the University Rector or that of the respective Vice-Rector directly.

5. All confidential and private envelopes that are addressed to the University Rector and to anyone of the officials should be delivered unopened at their offices and bearing the same numbers that they bear.

6. Automate all the business and operations of the department and to continue implementing the specialized computer programs, and to suggest techniques for developing them.

7. Classify the files, categorize its contents, and organize the way they are kept, and take good care of them so that the contents are easy to retrieve when necessary.

8. Mail (correspondence and transactions) coming to the university by mistake or include incomplete information is to be directly sent back to its origin.

9. Make a timetable for electronic archiving.

10. Delegate the task of opening the mailbox and collecting its contents to a trustworthy person till official delivery to the intended destinations.

	<p>11. For the Director of the Department to submit an annual report on the progress of work in his Department and its achievements.</p> <p>12. Supervise sending of the packages to recipients inside or outside the kingdom, and deliver the incoming parcel to intended units or departments of the university.</p> <p>13. Organize some kinds of distribution channels inside and outside the University in order to guarantee smooth flow of the transactions.</p> <p>14. Keep transactions confidential; not a piece of information should be allowed to infiltrate.</p> <p>15. Organize office work on the basis of discreet, fully-fledged sub-departments, with each sub-department being in charge of a specific task. The rationale behind such separate specializations is to facilitate communication with the other departments as well as with various parties.</p> <p>16. Provide the retrieval service of administrative information (such as correspondences, decisions and resolutions)</p> <p>17. Raise the standard of the officials at the Department of Documents and correspondence system in the field of Electronic Services.</p> <p>18. Implement whatever additional task the Department is charged with.</p>
	<b>Statistics &amp; Information Unit</b>
Description	The Statistics and Information Unit shall provide all data, information, and statistics on inputs,



	<p>outputs, and operations that are specific to the University and that assist decision-makers in the University, in addition to coordinate with the parties concerned within the University towards implementing the strategic plan of the University.</p>
Affiliation	<p>The Statistics and Information Unit is connected to the Vice-rector.</p>
Responsibilities	<p>The following are some of the responsibilities that are entrusted to the Unit:</p> <ol style="list-style-type: none"> <li>1. Collect data and information about the University; organize statistical tables about the teaching staff, officials, students , graduates, academic scholars, grants, University libraries, students' services and what is related to their activities and taking care of them, in addition to the community service and other activities of the university.</li> <li>2. Prepare the statistical reports of the university in collaboration with the related administrations.</li> <li>3. For the Unit to seek to prepare, in coordination with the departments concerned, data bases that are easy to update and to retrieve information from.</li> <li>4. Provide the University Departments with the needed information and statistical data.</li> <li>5. For the Unit to undertake the task of communicating with the Statistics Center in the Ministry of Higher Education for the purpose of checking up on the correctness of the statistics</li> </ol>

	<p>and data before being endorsed.</p> <p>6. Review data as soon as they are received, classify them into categories, and devise bases for storing and retrieving them, taking into consideration that they are continually subjected to being updated.</p> <p>7. Issue annual statistical books on the University.</p> <p>8. Draw up the Annual Report of the University.</p> <p>9. Within the framework of the statistical system of the Ministry of Education, the Unit is to present to the Ministry the data and statistics that concern the Teaching Staff, students , administrative officials, and technicians so that the <i>General authority for statistics</i> (which is affiliated to the Ministry of Economy and Planning) could be informed with the data and statistics.</p> <p>10. Accomplish communications with, and effective coordination between, the University Units and other governmental bodies and scientific institutions both inside and outside the Kingdom through reports, information, and other means.</p> <p>11. Implement whatever task the Vice-Rector may delegate to the Unit.</p>
<b>Support services general department</b>	
<b>Description</b>	<p>The Department shall be concerned with the supervision of work related to facilities and equipment maintenance, to check on their being</p>

	<p>periodically and continually maintained; transportation from and to the University; the dormitory (<i>or</i> hall of residence); the University security and safety; the Printing Press; <i>Faculty members and personnel club</i>; in addition to completion of related transactions in the departments of the ministries concerned and the various governmental bodies.</p>
Affiliation	<p>The Department shall be connected to the Vice-rector.</p>
Responsibilities	<p>The following are some of the responsibilities to which the Department is entrusted:</p> <ol style="list-style-type: none"> <li>1. Go on organizing the departments related to him. Seek to update the techniques and the procedures of work in such a way as to bring administrative transactions to an end smoothly, while they are still comply with the regulation and observed rulings.</li> <li>2. Endorse the reports on the job performance evaluation, drawn up for the Departments' personnel. As for the reports on the job performance evaluation of the Directors of the Departments that are connected with the General Director, he shall draw up the reports for them.</li> <li>3. Agree to grant the personnel the ordinary leave, which is stipulated by the regulations. As for the urgent leave, the Rector's approval is mandatory before an executive decision is made. Thus the directors of those departments may not</li> </ol>

be granted an exceptional leave before obtaining such an approval. The General Manager of Faculty Members and Personnel Affairs should be informed of any leave to be granted so that the manager can complete the procedures.

4. Look into ways to ensure the steady development, in the right direction, of the University safety and security; ways that would also ensure the enhancement of performance in the field of general services as well as maintenance services in the University.

5. He who is to be commissioned with the task of administering business in the administration (in the event that the Director is absent) is to deputize for the Director of the administration.

6. Submit an annual report to the University Rector (via the Vice-Rector) on the performance and achievements of the Departments that are connected with him.

7. Follow up the cleaning work in all university buildings.

8. Supervise the maintenance work in all University buildings.

9. Carry out maintenance work in the Lecture Halls and to implement all related information technology work.

10. Supervise the procedures for transportation and related operations in the university.

11. Supervise the procedures for housing and the

	<p>work related to them.</p> <p>12. Check on University security and safety and the work connected with them.</p> <p>13. Check on the University Printing Press.</p> <p>14. Check on and follow up the Club of the Faculty and Personnel Members.</p> <p>15. Draw up the documents concerning the equipment, the periodicity of its maintenance, and the extent of its optimal utility.</p> <p>16. Deliver quarterly reports to the Vice-Rector on the tasks achieved.</p> <p>17. Check on the commitment and implementation quality of the contracting company.</p> <p>18. Implement any additional task that is commissioned to the Department by the University Rector.</p>
<p>Affiliated Departments</p>	<p><b>The following departments are connected with the Support services general department:</b></p> <p><b>Transportation department</b></p> <p>of its responsibilities the following may be mentioned:</p> <p>1. Figure out the needs of the department for tools, devices, cars, means for transport and its requirements; to use them prudently, and to keep them in good condition.</p> <p>2. Keep organized information in record about all the University cars both inside and outside the</p>

University; follow up the procedures related to them, follow up renewal of their car form; and to assign a sticker for each; check on the condition and record observations on each car in this card.

3. Receive the cars and hand them over, distribute the cars to drivers according to the general interest; control the daily motion and to keep them in good condition; use them only for the purpose for which they are assigned for, and seek to maintain them.
4. Check on the quantity of fuel used for putting the University cars in motion for the performance of the official tasks only.
5. Draw up an annual report on the work of the *Transportation department*, its achievements and the suggestions that lead to its development and the improvement of its performance.
6. Provide means of transportation for the students (both males and females), University personnel officials, visitors and to perform the tasks pertaining to the transportation of the equipment and furniture in accordance with the instructions that organize this.
7. Provide cars as means of transportations for University guests.
8. Arrange for the faculty and other University sectors to go on scientific expedition.
9. Check on car maintenance workshop, organize the work in it, and draw up plans for carrying out

periodic and emergency maintenance.

10. Supervise drivers to observe them, direct them and make efforts to promote their performance.

11. Draw up the annual budget for transportation maintenance work in coordination with the parties concerned.

### **University Housing Department**

Of its responsibilities the following may be mentioned:

1. Propose the optimal utilization of the housing units.

2. Seek to implement the policy designed for the housing of the faculty and the personnel members and to insure that they have been provided the best atmosphere for their comfort; suggest the special instructions and house them in accordance with the rules laid down.

3. Prepare and furnish the housing units in appropriate form.

4. Take over the housing units from who have been transferred or those whose contracts have terminated. Write down the proceedings concerning evacuation which describes their condition.

5. Enter the information related to the tenants into the computer and to address the department concerned complete the regular procedures of

housing or evacuation.

6. Follow up the maintenance and operation services for the University housing through the competent authority whether they were inside the University like the Support services general department or via external contractors.

7. Provide the rented buildings needed through the completion of the regular procedures involved in the process of renting.

8. Follow up the renting contracts and renew or terminate them according to the needs and carry on with the procedures needed.

9. For the University to call the proprietors of the rented buildings for the purpose of following up as regards their rental evacuation and maintenance- in accordance with the regular instructions.

#### **Safety and Security Department**

Of its responsibilities the following may be mentioned:

1. Seek to implement the plans approved by the competent authorities.

2. Assess the University needs for Security and Safety and estimate the sums of money that are needed for the purpose. Ask for the credit to be taken into account in the budget.

3. Draw up the documents calling for tenders (or bids) in respect of security and safety. Follow the



procedures needed until the best offer has been decided upon and the contracts have been signed.

4. Hand the site and the equipment for the contractors after signing down the receipt format, and provide the competent authorities with a copy of the receipts.

5. Follow up the performance of the contractor in light of the contract concluded with him. He is to be warned against any failure to do what ought to be done; he is to be told that he will be called to account for falling short of implementing the provisions exactly according to what is stipulated in the contract. Failure to comply with the terms of the contract will be reported to the authority with whom the Department is connected.

6. Examine the equipment and the appliances provided by the contractor in the light of the specifications stated in the contract as well as in light of its documents. And submit a report to this effect.

7. Observe the condition of the appliances and equipment throughout the period of the contract and to check on its performance and maintenance. The contractor should be warned of any inadequacy in this regard. These have to be recorded in special record and an inventory of them should be made now and again. The form of such equipment should be renewed and committees should be formed for the reception

and the delivery from one contractor to another.

8. Plans have to be proposed so as to safe guard the University personnel and those who have dealing with them as well as to safe guard University properties.

9. Review the statements which the contractor is asking to be disbursed and to be approved and to be submitted for endorsement and completion of the procedures for disbursement.

10. Follow up continuously all materials that arrive at the University and to check in coordination with the recipients concerned on their methodical entry.

11. Issue the necessary permits for entry of cars to the University buildings or parking lots according to the groups approved by the administrative and financial committee.

12. Organize the sites and parking lots whenever there are occasions at the University; and to coordinate that with the competent authority.

13. Draw up an annual report on the work of the administration and its achievements.

### **University facilities and maintenance Department**

Of its responsibilities the following may be mentioned:

1. Take the necessary means within the regular procedure to do work related to operation,

maintenance, cleaning and agriculture in all university units.

2. Take a look periodically at all facilities of the University to take precaution against malfunctions of the conditioning systems, the elevators or any other facility, and to embark on the protective maintenance.
3. Receive incoming applications from all University units concerning maintenance of the University buildings and its facilities. Examine the applications and take the necessary steps to implement that which falls within the specialization of the Department.
4. Draw up the documents of contracts which the University wants to conclude so that it can perform the work which is within the department specialization. Update the documents so that they are in agreement with the new instructions and the University needs. This is to be done in coordination with the Purchasing Department provided that this should take place a head of time (three months before the termination of the valid contract).
5. Follow up the procedures concerning the invitations for offers concerning the department and to continue examining and analyzing them.
6. Follow up closely the performance of the contractors regarding processes of maintenance, cleaning and gardening and to file a periodic

report to the general director of financial affairs about the progress of work after the report has been endorsed by the competent authority.

7. Take the appropriate steps to check on the commitment of the contractors to the contracts concluded with them, and to warn them of any failure to do what ought to be done, and to cite of warning or taking punitive steps against them.

8. Audit data that the operation and maintenance contractors present in connection with the individual worker, equipment and materials used up. Present the data to the authority with which the department is connected in order to endorse them.

9. Review the data presented by the contractors regarding workers, equipment, exhausted and consumed materials before submitting them for the relevant administration for disbursement.

10. Examine closely the workshops that are operating in the University, develop the work in it and take the appropriate means in order to provide the needs for competent workers, equipment, cars, transport media, the requisites for periodic maintenance; define the specializations of the workers to assess the products in such a way as to fulfill the University need for cars and spare parts. Submit a periodic report on their work and achievements including the number of cars and the work that was done to

	<p>each.</p> <p>11. Follow up the provision of educational requirements inside the lecture halls, laboratories, and follow up the number of workers, the kind of services and maintenance needed by the academic departments.</p> <p>- <b>Faculty members and personnel club.</b></p>
<b>Unit of academic advising</b>	
Description	The Unit shall seek to acquaint the students with the regulation and to assist them with their study and to overcome any social, psychological, or academic difficulties or health problems.
Affiliation	The Unit shall be connected with the Vice-rector for Academic affairs.
Responsibilities	<ol style="list-style-type: none"> <li>1. Acquaint students (males and females) with the University regulations in general and with the study and the examination systems in particular.</li> <li>2. Help students (males and females) solve the social problems that affect their academic achievements.</li> <li>3. Help students (males and females) to be familiar with the academic specialties which suit their interests and intellectual trends.</li> <li>4. Provide students (males and females) with the expertise and the scientific opinion concerning time management, the optimal exploitation of their time to arrive at the best ways to prepare for tests and scholastic achievement.</li> <li>5. Help students (males and females) with the</li> </ol>

	<p>optimal utility of the techniques that are acquired at the University in order to attain the level of proficiency desired.</p> <p>6. Help activate the cultural and social life inside the University through using scientific techniques which cultivate a sense of belonging and loyalty to homeland, community and University.</p> <p>7. Offer academic services and counseling to part-time students (males and females).</p> <p>8. Contribute to creating some techniques for developing the University in light of findings of research studies conducted by the academic advising unit or any other academic department and the units concerned.</p>
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## **Appendix No. I:**

### **The Rulings of the Regulation of the Higher Education Council and of the Universities**

**The Royal Decree No. M/8 Dated 4/6/1414 AH**

By Allah's Grace:

We, Fahed Abdul-Aziz Al Saud,

King of the Kingdom of Saudi Arabia

Having been acquainted with Articles No.19 and No.20 of the Regulation of the Cabinet, issued by the Royal Decree No.38 Dated 22/10/1377 AH, and having been acquainted with the Regulation of the Universities issued by the Royal Decrees (No.11) Dated 11/5/1383 AH and (No. M/5) Dated 22/1/1392 AH and (No. M/6) Dated 28/1/1392 AH and (No. M/50) Dated 23/8/1394 AH and (No. M/70) Dated 7/8/1395 AH and (No. M/67) Dated 28/7/1395 AH and (No. M/39) Dated 28/9/1401 AH and their modification, and having been acquainted with the Regulation of the Supreme Council of Universities, issued by the Royal Decree (No. M/10) Dated 15/4/1393 AH, and having been acquainted with the Cabinet Resolution (No. 60) Dated 2/6/1414 AH have decided upon the following:

**First:** Approval of the Regulation of the Council of Higher Education and of Universities in the form accompanying this Decree.

**Second:** His Highness the Deputy Premier and the Minister are to implement this Decree, with each Minister implementing the respective items of it.

**Resolution (No. 60) Dated 2/6/1414 AH.**

The Cabinet, Having been acquainted with the incoming file from the Council of the Cabinet No. 422/8 Dated 25/7/1412 AH which includes the draft regulation of the Universities No.699/2S Dated 10/7/1412 AH, having

been acquainted with the recommendation of the General Committee of the Cabinet (No. 114) Dated 10/9/1412 AH, and with the Memorandum of the Experts' Section (No. 101) Dated 17/10/1412 AH, and having been acquainted with the General Committee of the Cabinet (No. 185) Dated 26/12/1412 AH, and having been acquainted with the Memorandum of the Experts' Section (No. 12) Dated 5/2/1413 AH, and having been acquainted with the General Committee of the Cabinet (No. 42) Dated 12/2/1413 AH, and having been acquainted with the Proceedings of the Ministerial committee formed by the sublime (No. 5065) Dated 4/4/1414 AH, submitted by written telegram (No. 131/4) Dated 27/4/1414 AH of His Highness the Minister of Higher Education which has been sent from the Council of the Cabinet (No. 345/8) Dated 2/5/1414 AH, and having been acquainted with the Memorandum of the Experts' Section (No. 52) Dated 29/5/1414 AH, decides upon the following:

**First:** Approval of the Regulation of the Council of Higher Education and of Universities in the form accompanying this Decree. A draft Royal Decree has been drawn up to this purpose, with its form accompanying this Decree.

**Second:** The Ministry of Higher Education, The Ministry of Finance and National Economy and the General Bureau for Civil Service are to embark on the condition of the Vice-President in charge as soon as this regulation has become in effect, and they are to submit the outcome of their study to the Cabinet.

Head of the Cabinet



## General Provisions

### Article No.1

Universities are academic and cultural institutions guided by Islamic Law and undertake to implement the educational policy through the provision of University Education and Graduate Studies and to enhance scientific research, and carry out translations, publishing, and community services within the scope of their specialization.

### Article No.2

Each university is considered as corporate body enjoys having financial obligation which gives it the right to possess properties, to act freely and to carry on lawsuit.

### Article No.3

All universities and other institutions of Higher Education shall have a Council which is to be called the Council of Higher Education; every University shall have a Council to be called the University Council.

### Article No.4

This regulation shall apply to:

1. The University of Umm-Al-Qura, with its headquarters in Makka.
2. The Islamic University, with its headquarters in Al-Madinah.
3. The Islamic University of Imam Muhammad bin Saud, with its headquarters in Riyadh.
4. King Saud University, with its headquarters in Riyadh.
5. King Abdul-Aziz University of, with its headquarters in Jeddah.
6. King Fahd University for Petroleum and Mineral, with its headquarters in Dhahran.
7. King Faisal University, with its headquarters in Al-Hafouf.
8. Other universities that may be established in the future unless an otherwise regulation is mentioned.

#### **Article No.5**

Each of the universities listed under article No. 4 shall comprise a number of colleges, Institutes, Research Centers, Deanships, Supportive Centers, Scientific Institutes, and schools with standards below that of the University at the time of the issuance of this regulation; and so shall the Deanships and the Supportive Centers which are approved by the Council of Higher Education.

#### **Article No.6**

The names of colleges, Institutes, Research Centers, Deanships, and Supportive Centers may be modified by a resolution passed by the Council of Higher Education upon a recommendation of the relevant University Council.

### **Article No.7**

Some colleges and Institutes or Research Centers may (acting upon a resolution passed by the Council of Higher Education) have a location outside the headquarters with which it is connected upon the suggestion of the relevant University Council.

### **Article No.8**

Each college or institute shall have a number of departments provided the nature of the college or institute necessitates this; new department may be established by a resolution by the Council of Higher Education upon the suggestion of the relevant University Council. It has to be taken into consideration that similar department may not be duplicated in the colleges or Institutes of the same University headquarters.

### **Article No.9**

Each college, institute, and supportive deanship shall be invested with the adequate authorities as far as academic, financial, and administrative affairs are concerned- in conformity with the rulings issued by the relevant University Council and within the limits of its specialization or power specifying the authorities of college and Institute Councils as well as those

of the Deans, vice-Deans, Department Councils and Heads of the Departments.

### **Article No.10**

Educational units below the University level, if need be and upon suggestion of relevant University Council and the approval of the Council of Higher Education, may be connected to the University. Special rulings shall determine level of study for such units, their curriculum and how to manage them.

### **Article No.11**

Arabic is the language of instruction in the universities. However instruction may be conducted in another language by a resolution of a relevant University Council.

### **Article No.12**

The Prime Minister, who is the President of the Supreme Committee of education policies, is also the Chairman of the Council of Higher Education.

### **Article No.13**

The Minister of Higher Education is to preside over the Council of every University and he is held to be the person responsible for following up the execution of the educational policy of the kingdom in the domain of higher Education; for following up the actual implementation of this regulations and rulings in existing Universities or those that may be established in the

future. Universities where this regulation is in effect shall be connected with him and every University shall be under his supervision.

## **The University Council**

### **Article No.19**

The University Council shall be comprised as follows:

1. The Minister of Higher Education (Chairman of the Council).
2. The University President (Vice-Chairman).
3. Vice-Presidents of the University.
4. The Secretary-General of the Council of Higher Education.
5. The Deans.
6. Three persons who are well experienced to be appointed by the Minister of Higher Education for three years.

### **Article No.20**

While complying with what this regulation and other rules, and in observance of what the resolution of the Council of Higher Education entails, the University Council shall undertake to manage the academic,

administrative and financial affairs, as well as the execution of the general policy of the University, and may be entrusted with the following responsibilities in particular:

1. Endorse the Training and Academic scholarship Plan.
2. Propose the initiation of new colleges, institutes, departments, research centers and supportive deanships. The University Council may also propose changing names of these units, modification, merging or cancelation.
3. Sanction the academic specializations and Graduate Studies Programs.
4. Confer academic degrees upon the University graduates.
5. Confer the honorary PhD degree.
6. Issue a detailed Academic Calendar, within the general framework of the dates for the commencement and the termination of study, and fixing the dates for the vacations in between.
7. Second members of the teaching staff on loan, have others temporarily seconded (by nadb), delegate others on academic tasks, grant them sabbatical leave, and terminate their services, in conformity with the regulations organizing such tasks.
8. Approve the curricula and the plans, as well as the textbooks, and the references upon the proposal of the Councils of the colleges and those of the Institutes.
9. Propose remuneration and all sorts of aid for students.

10. Approve the draft budget of the University, and submit it to the Minister of Higher Education.
11. Ratify the University bylaw, provided that this would not incur any financial increment or result in upgrading the position.
12. Recommend or modify the University regulation.
13. Discuss the Annual Report as a preliminary step towards its submission to the Council of Higher Education.
14. Assign the sums of money to be allocated to each Faculty, Institute, Supportive Deanship, and independent Research Center to disburse within the Financial Regulation.
15. Discuss the Final University financial Statement as a preliminary step towards its submission to the prime Minister.
16. Sanction the University Extracurricular- Activity plans.
17. Make a clear-cut, definite decision concerning the appointment of teaching staff members upon the recommendation the scientific council.
18. Accept contributions, donations, legacies, and things of the like, provided that this would not contradict the fundamental purpose for which the University has been established.
19. Lay down the rules setting of students who are on a visit and those who are transferred from, and to, the University.

20. Look into the issues referred to the Council by the Minister of Higher Education, the University President, or those issues which any member of the Council proposes that they be looked into.

It is also for the Council to form standing or provisional committees from the Council members or others to look into whatever has been referred to them.

### **Article No.21**

The Council shall convene upon the Chairman's call at least once a month. The Chairman may also call for a Council meeting if need be; he should also call for a meeting if one third the members have submitted to him a written request to this end. The Minister of Higher Education may ask, before the convening of the Council that a certain issue be included on the agenda or postponed. The Council meetings may not be valid unless two thirds of the members have attended them. Upon the nomination of the Council and the approval of the Chairman, a member of the Council is to be the Council Secretary.

### **Article No.22**

The Council resolutions shall be passed by the absolute majority of the votes of those who are present. If the votes *for* the resolution happen to be equal to those *against* it, then the Chairman's side is to be tilted.



# The University President

## Article No.23

President of The University shall be appointed and relieved of his office by a Royal Decree upon the nomination of the Minister of Higher Education. He shall be appointed on the Excellent Degree. The rules pertaining to officials who have attained the Excellent Degree shall apply to him.

## Article No.24

The University President shall be held responsible before the Minister of Higher Education in accordance with this regulation. He is to administer its academic, administrative, and financial affairs; he shall also supervise the implementation of this regulation as well as its rules, the decisions of the Council of Higher Education, the University bylaws, and the resolution of its Councils. He is to represent the University in meeting with other governmental bodies. He may depute some of his authorities to someone else.

## Article No.25

The University President shall submit to the Minister of Higher Education a report about the University affairs and the aspects of its activities for every academic year by the fourth month of the next academic year (this is in accordance with the main points laid down by the Council of Higher Education). The report has to be sanctioned by the appropriate University Council. The Minister of Higher Education is then to refer the report to the

Council of Higher Education, where it is to be discussed in the First Session in preparation for its submission to the Prime Minister.

## **Vice- Presidents of the University**

### **Article No.26**

1. Every University should have one Vice-President or more, their number to be determined by the Council of Higher Education. They should be selected from the teaching staff members, those who have attained at least the academic rank of Associate Professor.
2. The Vice-President shall be entrusted with his responsibilities and shall be relieved by a Resolution of the Council of Higher Education upon his nomination by the President of the University and the approval of the Minister of Higher Education. He is to be in charge of his position for three years, which is renewable two times.
3. The Vice-President shall be granted the First Degree of Rank 15 as well as the merits allocated to those on the same Degree and Rank. If his salary according to the teaching staff cadre happens to be greater than the First Degree salary, then he is to be paid his salary plus whatever allowances or promotions he deserves even if this should exceed the Final Degree on Rank 15.

4. When the Vice-President leaves office, he is to be paid out his salary in accordance with his academic Rank. If it should be less than what he had been paid when he was in office, then the difference has to be paid to him until there is no difference owing to allowances and promotions.

5. During his office, a Vice-President shall be granted the allowances and promotions in accordance with the regulation pertaining to the University teaching staff.

### **Article No.27**

The Vice-Presidents shall assist the University President with the management of its affairs. The rulings specify their capacity. When the University President is absent or when the position of University president falls vacant, the senior Vice-President (in case there are three or more), is to deputize for him.

## **The Scientific council**

### **Article No.28**

There should be instituted in every University a Scientific council which supervises the academic affairs of the teaching staff as well as research affairs, research papers, and publishing matters. The Scientific council is to perform the following in particular:

1. Recommend the appointment of the teaching staff members at the University.
2. Make a definite decision concerning the academic promotion of the teaching staff of the University in conformity with the rules laid down by the Council of Higher Education;
3. Encourage research, authoring, translation, and publishing, the achievement of which would require the following:
  - (a) Lay down the bases for the encouragement of writing up research papers;
  - (b) Recommend instituting research centers.
  - (c) Coordinate between the research centers and make a general plan for them.
  - (d) Organize the relationship with the research centers outside the University.
  - (e) Specify remuneration both as incentives for academic works and as an expression of appreciation, and arrange for payment.
  - (f) Publish research papers, books, Master's, theses and doctoral dissertations, which the Council may deem necessary.
  - (g) Recommend the issuance of academic periodicals.

(h) Recommend the organization of academic societies and symposiums, and coordinate between them.

(i) Sanction textbooks, theses, and doctoral dissertations, which are referred to the Council, and which need to be reviewed.

4. Make an appraisal of the academic degrees submitted by the Saudi teaching staff.

5. Look into whatever is referred to the scientific council by the University Council.

### **Article No.29**

The Scientific council shall be made up as follows:

1. The Vice-president of the University for Graduate Studies & Research (Chairman).
2. A member of the teaching staff to represent each College or Institute who should be at least an Associate Professor.

The decision for their appointment shall be issued by the University Council upon nomination of the College or the Institute Council and the approval of the University President. It is possible for some more members to be included in the membership of the Council by a resolution of the University Council. The members should be engaged in research and academic issues; their number should not exceed half the total number of the members. All members are to be appointed for two years, which is renewable only once.

The Council may form permanent or provisional committees from its member or from those outside the Council to look into whatever has been referred to them.

### **Article No.30**

The Scientific council shall convene upon a call from the Chairman at least once a month. The Chairman may also call for a meeting if need be, or if one third the members have submitted an application to him in writing, or upon the order of the University President, who has the right to ask for the inclusion on the agenda whatever issue that may occur to him. Besides, the University President has the right to preside over the session whenever he attends the meeting.

The meetings of the scientific council may not be valid unless at least two thirds of the members have attended the meeting.

### **Article No.31**

The resolutions of the scientific council shall be issued by the absolute majority of the votes of the members who are present. If it happens that the number of those who have voted *for* the resolution is equal to that of those who have voted *against* the resolution, the Chairman's side is to be tilted. The resolutions will be in effect, unless an objection has been raised against them by the University President within fifteen days starting from the day the objectionable resolution reached him. In such a case, the resolution is returned to the scientific council together with his own viewpoint so that it may be considered anew. If the scientific council

persists in taking the same stance, the objectionable resolution is referred to the University Council for reconsideration in an ordinary or an extraordinary [exceptional] session. It is the prerogative of the University Council to sanction, to modify, or to cancel the resolution; the decision of the Council is final.

## **College Administration**

### **Article No.32**

- The College or Institute Council shall undertake to administer the College or Institute.
- The Dean of the College or Institute shall undertake to administer the College or Institute.

## **The College and Institute Council**

### **Article No.33**

The College or the Institute Council is comprised of the following:

The Dean (Chairman)

The Vice-Dean(s)

The Heads of the Departments

The University Council, however, may—upon the recommendation of the College or the Institute Council as backed up by the President of the University—include up to three members of the teaching staff in the College or the Institute or in the analogous College that is connected with a branch of the University and to specify the duration of their membership.

### **Article No.34**

While the College Council has to abide by the resolutions of the Council of Higher Education or those of the University Council, the college or the Institute Council should be confined to look into issues related to the College or the Institute.

The College or the Institute Council may perform the following responsibilities in particular:

1. Suggest the appointment and promotion of members of the teaching staff, demonstrators, and lecturers, delegating some on loan, commissioning others to do tasks on a temporary basis.
2. Suggest certain study plans or modify existing ones-- in coordination with the Departments.
3. Suggest the curricula, the textbooks and the references in Departments of the college or the Institute.



4. Encourage the writing up of research papers in coordination with the Departments of the College or the Institute and seek to publish the papers.
5. Suggest dates for the tests and the examinations and put forth organized procedures.
6. Suggest a bylaw for the college or the Institute.
7. Suggest the Training and scholarship plans needed for the College or the Institute.
8. Suggest the extracurricular activities for the College.
9. Make final decisions in connection with student affairs that fall within the Council domain; otherwise, to refer the issue to the University Council.
10. Look into issues referred to the college or Institute Council by the University Council, its Chairman or Vice-Chairman for consideration and giving opinion.

### **Article No.35**

The college or the Institute Council shall convene at least once a month. The meeting would not be valid unless two thirds of its members are present. Its resolutions are issued by the absolute majority of the votes. When the number of those who have voted *for* is equal to that of those *against*, the Chairman's side is tilted (in conformity with the stipulation of Article No. 35). The resolutions shall be in effect unless the University president has raised an objection within fifteen days starting from the day

they reached him. If he objects to the resolution he shall return it to the college Council together with his own viewpoint for reconsideration. If the council persists in taking the same stance, the objectionable resolution is referred to the University Council for a categorical decision in an ordinary or an extraordinary [exceptional] session. It is the prerogative of the University Council to sanction, modify, or to cancel the resolution; the decision of the Council is final.

The college or Institute Council may form permanent or provisional committees from its member or from others.

## **Deans of Colleges and Vice- Deans**

### **Article No.36**

Dean of the College or Institute or the Supportive Deanship shall be appointed from the Saudi members of the teaching staff who are distinctly competent academically and administratively by virtue of a resolution issued by the Minister of Higher Education upon nomination by the University President.

### **Article No.37**

The Dean shall assume the management of the academic, administrative and financial affairs of the college or the institute within the framework of

the regulation. He is to submit to the University President a report at the end of every academic year. The report summarizes the academic affairs and other aspects of activity in the College or Institute.

### **Article No.38**

Every College or Institute may have a Vice-Dean or more from the Saudi Teaching Staff Members who are noted for their academic and administrative competences to be appointed by the University President for two years, which is renewable and under the domination of the Dean. The Vice-Deans are to help the Dean and the senior is to deputize for him when the Dean is absent or when his position falls vacant and one of them assumes the secretariat of the College Council.

### **Article No.39**

The Deans of the supportive Deanships shall be from the Saudi Teaching Staff Members who are noted for their academic and administrative competences and shall be appointed by the University President for two years, which is renewable.

### **Article No.40**

Vice-Deans for the supportive Deanships may be appointed from the Saudi Teaching Staff Members who are noted for their academic and administrative competences by the University President for two years, which is renewable and under the domination of the Dean. The Vice-Dean

is to help the Dean and is to deputize for him when the Dean is absent or when his position falls vacant.

## **Departments in Colleges and Institutes**

### **Article No.41**

Every Department in the College or institute shall have a department council made up of teaching staff members within it. Every department shall enjoy authority in academic, financial and administrative affairs within the framework of this regulation and its rulings.

### **Article No.42**

The Department Council convenes at least once every month. The meeting may not be valid unless one third [*sic*] its members attend it. The department decisions are to be passed by the absolute majority of the votes of the members who are present. In case they are equal, the side that includes the chairman is to be tilted.

The Department Council decisions shall be in effect unless the dean of the faculty or institute has raised an objection to them within a period of fifteen days starting from the date he has been notified of them. If the council persists in its stance, the objectionable decision shall be referred to the college council, where the council has the power to decide upon it.

### **Article No.43**

The Department Council shall propose to the College Council the study plan, the curricula, the textbooks, and the references; it is also to propose the appointment and the promotion of the teaching staff members, lecturers and Demonstrators. Furthermore, the Department Council is to look into the research projects; it is also to distribute the lectures, the exercises, and the training work over the members of staff and demonstrators; organize and coordinate the work in the department. Each department shall be concerned with teaching the subjects that fall within its specialization after they have been passed by the University Council.

The department council may choose members from its staff to form either standing or provisional committees.

### **Article No.44**

The Chairman of the department shall be nominated by the Dean of the Faculty or Institute from the Saudi members of the teaching staff who are noted for their academic and administrative competence. The appointment is for two years, which is renewable. He shall be responsible for managing the academic, administrative and financial affairs. He is to submit a report on the work of the department at the end of every academic year.

## **Teaching Staff Members**

### **Article No.45**

Teaching Staff Members may include:

1. The Professors.
2. The Associate Professors.
3. The Assistant Professors.

### **Article No.46**

Lecturers, Demonstrators, Research Assistants may be appointed in Colleges and Institutes to prepare them for the membership of the teaching staff and to do the exercises, to give academic lessons, and to perform other work under the supervision of members of the teaching staff. Language Instructors and technicians may also be appointed.

### **Article No.47**

Non-Saudi members of staff may be appointed instead of Saudi members if Saudis are not available to fill in their positions. Lecturers, Demonstrators, Language Instructors, Technicians and Research Assistants may also be appointed.

### **Article No.48**

Knowledgeable part-timers of prominent academic stature may be called upon to teach or to supervise research, academic theses and dissertations upon the suggestion of the Department Council and the recommendation of the College or Institute Council. The Council of Higher Education shall state the conditions for their choice and their remuneration.

## **Article No.49**

On the basis of the proposal of the Department Council and the recommendation of the College Council and in conformity with rules laid down by the Council of Higher Education, the Department Council may seek - if need be – and by a resolution of the University President the assistance of Saudi specialists, or those of other nationalities, as visiting professors-in accordance with rules to be laid down by the Council of Higher Education.

## **The University Financial System**

## **Article No.50**

Every University shall have its own independent budget by a Royal Decree which defines its revenues and expenses. It is under the surveillance of the General Auditing Bureau. The University Financial Year is the kingdom's Fiscal Year.

## **Article No.51**

The Council of Higher Education determines the provisions of financial surveillance prior to disbursement after they have been prepared by each of the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Auditing Bureau.

## **Article No.52**

Without detriment to the surveillance of the Bureau, the University Council shall appoint an auditor or more for accountings, in whom the legal conditions are met, and who enjoys the same rights as those of an auditor in companies and has to perform the duties they have to do.

## **Article No.53**

The incomings of the University shall be made up of the following:

1. The credits allocated to it in the budget of the kingdom.
2. Donations, Grants, Requests, and endowment.
3. The revenues from its properties and what accrues from disposal of it.
4. Any incomings as the outcome of research projects, studies or academic services for other parties.

## **Article No.54**

A. The University may undertake to make studies or to extend academic services for Saudis parties in return for sums of money. Such an income from the studies and services shall be deposited in an independent account to be disbursed for purposes that Council of Higher Education determines them and lays down the rules for using the account.

B. The University Council may accept contributions, grants, bequests, and endowments pertaining to the University; it may also accept the



conditioned contributions or assigned for certain purposes if such conditions or purposes are in conformity with the mission of the University. These contributions shall be entered in an independent account and shall be disbursed only for the purposes for which they had been assigned and in conformity with the rules that the Council of Higher Education lays down.

## **Final and Provisional Rules**

### **Article No.55**

Remuneration for attending the sessions of the Council of Higher Education, the University Councils and the scientific council shall be determined by a resolution issued by the Cabinet.

### **Article No.56**

Current University rulings and other organizational resolutions shall continue to be enforced in such a way that they do not conflict with this regulation pending new rulings to be issued – provided that this to occur within a maximum of two years starting from the date on which this regulation comes into effect.

### **Article No.57**

The period that this regulation has specified for Vice-Presidents, Deans, Deputies and Heads of Departments to hold their office is to be computed starting from the date on which they held their office. As for those Vice-

Presidents, Deans, Deputies and Heads of Departments who have exceeded in their office the period, they shall stay in their office until someone occupies it provided that this is done within a period that does not exceed one year starting from the date on which this regulation has come into effect.

### **Article No.58**

In coordination with the Universities and the competent Authority, the Minister of the Higher Education is to undertake the preparation of the executive rulings of this regulation and to submit them to the Council of Higher Education for approval or issuance.

### **Article No.59**

1. This regulation abrogates the University regulations mentioned in Article No.4. It abrogates the regulation of the Supreme Council of Universities that was issued by the Royal Decree No. (M/10) on 15/4/1393 it also abrogates all that conflicts with it.
2. The Council of Higher Education is to replace the Supreme Council of Universities, whose regulation was issued by the Royal Decree No. (M/10) on 15/4/1393.

### **Article No.60**

This regulation is to be published in the *Official News Bulletin* and it comes into effect sixty days after its being published.

## **Appendix No. II**

### **The rules of the Financial Affairs Regulation at Universities**

#### **The rules organizing the Financial Affairs at Universities**

The rules were issued by the Council of Higher Education Resolution No. 2/6, which was passed in the second session of the Education Council held on 11/6/1416 (AH), and was crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister, and the President of the Council of Higher Education in his honorable telegraphic Directive of approval No. (7/B/9045) dated 27/6/1416 (AH).

#### **The Text of the Resolution of the Council of Higher Education No. (6/2)**

The Council of Higher Education, Pursuant to the provisions of Item No. 9 of Article No. 15 of the Regulations pertaining to the Council of Higher Education and the Universities, which stipulate that part of the concerns of the Council is to issue the rulings that organize the Financial Affairs at

Universities—including the organizational rules concerning (among other things) remuneration and students' financial aid, after they have been drawn up by each of the Ministry of Higher Education and the Ministry of Finance and National Economy,

Pursuant to the provisions of Article No. 51 of the rules which require that the Council of Higher Education lay down the provisions of financial auditing prior to disbursement after they have been drawn up by each of the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Auditing Bureau,

And on the basis of the provisions of Article No. 54, which stipulate the following:

A. The University may undertake to make specialized studies or to extend academic services to Saudi authorities; in return for such studies and services it will receive sums of money, which must be deposited in an independent account, the disbursement of which must be restricted to the purposes specified by, and with the rules for them being clarified by the Council of Higher Education.

B. The University Council may accept contributions such as donations, grants, bequests, and endowments belonging to the University; it may also accept conditioned contributions, and those intended for special purposes—only if such conditions and purposes are in accord with the mission of the University. Such contributions must be recorded in an independent account and are to be disbursed only for the purposes and in accordance with the rules set by the Council of Higher Education.

And in view of the fact that this set of Rulings which regulates the Financial Affairs in the Universities is in common between the diverse sets of Rulings and that sanctioning it could lead to the unification of a diversity of financial procedures in the universities; and

Having been acquainted with the Memorandum of the Secretariat-General of the Council of Higher Education on the subject, as well as with a copy of the set of Rulings in effect governing the Financial Affairs at the Universities, the Council has decided on the following:

“Approval of the set of rulings governing the financial affairs in the universities as presented in the form attached with this Resolution.”

## **Chapter 1: The Budget**

### **Article No.1**

For every University, there shall be an independent budget belonging to it, for the sanctioning of it a Royal Decree shall be issued, determining the sources of its incomings and expenditure.

### **Article No.2**

The incomings of the University shall be made up of the following:

1. The credits allocated to it in the budget of the kingdom.

2. Donations, grants, bequests, and endowments.
3. The revenues from its properties and what can accrue if the properties are sold.
4. Any other source of income, like the income from research projects, specialized studies or academic services.

### **Article No.3**

Every University shall be in charge of drawing up its own draft budget in coordination with its Colleges, Institutes, Centers, Branches and Departments—on the basis of estimates for the expenses. Accompanying the estimates there should be a statement providing the justification for each estimate is based.

### **Article No.4**

Taking into consideration the instructions with which the General Budget of the Kingdom, the expenses of every University shall be drawn from the following categories:

1. Category 1, which is assigned for salaries, wages, and allowances.
2. Category 2, which is assigned for expenses related to operations, consumption, and administration.

3. Category 3, which is assigned for the expenses of the maintenance and operations programs.
4. Category 4, which is assigned for new projects and installations.

### **Article No.5**

Taking into consideration the periods specified by the Ministry of Finance and National Economy for the presentation of the draft budget, the University President presents the draft budget to the University Council for approval and submits it to the Minister of Higher Education.

### **Article No.6**

Transfers of the credits assigned for a particular provision to another one or from one category to another must be in accordance with the stipulation of the Budget Decree.

### **Article No.7**

No disbursement may be made except on the basis of previous commitment. No commitment may be made except within the credits entered into the budget or after the issuance by the competent authority of a resolution that has modified it.

### **Article No.8**

The University's money must be deposited in its name in the Saudi Arabian Monetary Foundation or in one of its branches in the Kingdom. The money

may also be dispositive in one bank or more upon the approval of the University Council if such procedure appears to be necessary for the common weal.

## **Chapter 2: Purchases and Commissioning to Perform Tasks**

### **Article No.9**

The University President shall have the following authorities in connection with purchases and commissioning others to perform certain tasks:

- A. Call for tenders concerning purchases and performing tasks which cost up to fifteen million riyals, and to make a final decision. If the cost exceeds fifteen million riyals, making a final decision will be the prerogative of the President of the University Council.
- B. Directly commission others to execute certain tasks and to conduct a forthright purchase transaction for a sum of about one million riyals.
- C. Accept the only offer within the limits of the sums indicated above which are within his authorities and if the work circumstances do not permit calling for another tender.

### **Article No.10**

The University President may delegate some of his financial authorities to the Vice-President, the Deans, the Institute Directors, the Heads of the



Departments or others who work at the University according to the regulation requiring the provision of Governmental purchases and execution of its projects -- provided that delegation of authorities is gradual to match the degree of responsibility that the person who is invested with the power can assume.

### **Article No.11**

Where there is a text in the rulings which pertain to purchases and commissioning others to do tasks shall be subjected to the provision stipulated in the regulation of providing Governmental purchases which was issued by the Royal Decree No. (M/14) dated 7/4/1397 AH and its executive rulings and whatever modifications that may occur.

### **Article No.12**

Taking into consideration the basic rules for renting, pulling down governmental buildings and renting from others, the University President or the person he deputizes is invested with the following powers:

- A. Rent out the University properties and renew the renting contracts or abrogating them.
- B. Pull down the buildings that will inevitably fall down or constitute danger.
- C. Rent belongings and the real estates from others.

## **Chapter 3: The Warehouses**

### **Article No.13**

All items belonging to the University shall be actually checked at least once every two years. The Inventory shall be conducted by a committee to be formed by the University President for the purpose of checking the items against what has been entered in the Assets Register and to submit a report on this to the University President. Apart from this, the rules commonly applied which were issued by the Minister of Finance and National Economy by the resolution No. 21/4201 dated 11/8/ 1403 and its modification as well as the procedures followed in governmental warehouses shall be carried out in the organization of the University warehouses.

## **Chapter 4: Levying and Expenditures**

### **Article No.14**

A permanent advance payment may be disbursed to every college, institute, supportive deanship, center or department at the University by a resolution issued by the University President or the person that he

deputizes pointing out the provisions from which the advanced payment may be disbursed. The advanced payment shall be in the custody of the cashiers, the disbursement officials, or the Director of the department and this is done in accordance with the implementation rules of executing the budget.

### **Article No.15**

The University President or someone whom he deputizes shall be commissioned to conduct a drop inspection to check that the sum of money is still there and that the advance payment should be settled before the end of every fiscal year.

### **Article No.16**

A provisional advance payment may be disbursed for certain purposes upon the decision of the University President or someone he deputizes. This advance payment must be settled as soon as the purpose for which it was disbursed is ended.

### **Article No.17**

Taking into account the provisions of Articles No. (47 and 48), disbursement, levying and expenditure from the revenues of the University properties must be in perfect correspondence to financial instructions of the budget and the accounts.

### **Article No.18**

The University shall deposit its incomings in the account of the Ministry of Finance and National Economy at the Saudi Arabian Monetary Foundation. The incomings shall be recorded in the account registers.

### **Article No.19**

Where there is no particular text as far as disbursement and levying, the financial instruction of the budget, accounts, and the modification that might occur shall be applied to it.

## **Chapter 5: The Financial Inspection**

### **The Financial Inspection Prior to Disbursement**

### **Article No.20**

The University should have a financial controller and one assistant or more according to the requirements of work. They are to be selected by the University Council upon nomination of the University President. They are held responsible before the University Council. In case the financial controller is absent and in the event that for one reason or another he did not show up, the University President may charge his assistant with the work. Then he refers the issue to the University council.

### **Article No.21**

It stipulates that in choosing a financial controller or an assistant for him it has to be borne in mind that he should be of Saudi nationality, that he should be characterized by honesty and that he should have an impeccable record; farther more he should be highly qualified in respect of the professional competence and practical experience.

### **Article No.22**

It is the financial controller's responsibility to verify that all processes of spending money and collection of income are in perfect accordance with the regulations of the Council of Higher Education and University as well as the rulings.

### **Article No.23**

In no circumstances may any sum of money be paid unless it is endorsed by the Auditor—whether the payment is to be made by an order of payment, a check, or a transfer.

### **Article No.24**

In no circumstances may any sum of money be paid out of the University funds without having the original documents. In case payment is to be made based on a photocopy of the document or the official substitute for

the lost documents then this to be done in accordance with the decisions and the instructions that are in effect.

### **Article No.25**

It is incumbent upon the financial controller to ascertain the availability of credit in the University budget and that the regulation or the orders of the competent authority in the University have approved the payment. He should decline to sign the documents if he finds out that they violate the rules adopted by the University in the preparation of the budget, or if there is a violation of the regulations or the rulings observed in the University, or a violation of the financial instructions of the budget and accounting procedures. While the Auditor should decline to sign any document he is dubious about, he should give his reasons in writing. If it should happen that there is disagreement between the financial controller and the Director of the financial affairs on whether the payment is legal or otherwise, the issue should be submitted to the President of the University with the two opinions explained. In this case it is President's decision on the issue that must be implemented. If the Financial controller does not appear to find the President's decision as cogent, then –after execution— he should write up a report and submit it to the University Council, whose resolution is to be final.

### **Article No.26**

The Financial controller should examine the financial record at least once every three months to verify that all entries are correct; that they are in accordance with these rulings and that they are in harmony with the well-known basics of accountancy.

### **Article No.27**

It is incumbent upon the financial controller to do the following:

- A. Verify that all the money of the University, whether it is movable or immovable, is used for the purposes for which it has been assigned, and that the departments concerned has such procedures as can to safeguard the money and the properties, and ensure that it is properly used and well-exploited.
- B. Keep track of the regulations and the financial and accounting rulings, which are currently in effect, verify that they are applied in actual practice, and ascertain their adequacy, appropriateness, and submit his suggestions to the University.
- C. Examine the money that is dispositive with the University periodically every three months to make sure that there is no more money related.
- D. Ascertain that the essential rules pertaining to warehouses are being carried out; also to supervise the inventory process and to be reassured of its procedures.

### **Article No.28**

The Financial controller is to be a member on the committee for examination of the bidders' offers for the University.

### **Article No.29**

The Financial controller, as well as those who are charged with the responsibilities of surveillance over the warehouses and with financial business, has the prerogative to look at all data, and to get the required information that enables them to perform their tasks. The competent authorities at the University have to cooperate with them.

## **Post Disbursement Financial Inspection**

### **Article No.30**

Without detriment to the surveillance of the Bureau, the University Council shall appoint one external auditor or more for checking the accounts, in whom the legal conditions are met, and who enjoys the same rights as those of one external auditor in joint-stock companies and has to perform the duties they have to do. The appointment shall be for one fiscal year, which is renewable. The council shall specify his fees.



### **Article No.31**

It is not permissible for the external auditor of accounts to be a member of any council at the University or to be holding any office in it.

### **Article No.32**

It is incumbent on the account auditor to look into the record, registers, and documents. He has to ask for data and for elucidation which he deems necessary for the performance of his tasks. Likewise he has to check that all belongings, properties and obligations of the University.

### **Article No.33**

In the event that the external auditor is made unable to perform his task, he has to prove that in a report to be submitted to the Chairman of the University Council in order to take action in this regard as soon as possible and to provide the University President with a photocopy of it.

### **Article No.34**

It is incumbent on the external account auditor to check the University accounts and to present a report on them to the University President every three months.

### **Article No.35**

When the account auditor discovers embezzlement or misappropriation of the University money which exposes it to danger, he has to submit a report

on the spot on this matter to the University President to take the appropriate procedure and to provide the Chairman of the University council with a photocopy of it.

### **Article No.36**

The external auditor has to review and look into the University final annual account that includes the financial position and to submit a report on it to the University Council within a maximum period of two months starting from the end of the fiscal year. Together with the final account, he has to express his opinion concerning the University financial position and the extent to which he is convinced of the elucidation or information he may have asked the University Administration for with a report that includes his observations, suggestions, and analysis of the final account.

### **Article No.37**

The University Council shall discuss the final annual account of the University as a preliminary step towards submitting it to the Prime Minister. The Ministry of Finance and National Economy, as well as the General Auditing Bureau should be provided with a photo copy of it.

## **Chapter 6: Accounts**

### **Article No.38**

The University shall have an accounting system that is in line with the financial instructions of the budget and the accounts besides all elements of internal audit. Such a system should help to give the necessary reports to the administration and competent authority.

### **Article No.39**

It is not permissible for treasurer to keep money other than the University money; otherwise all the detected money shall be considered the University property. In the event that there is a deficit the treasurer shall be held responsible for it.

### **Article No.40**

Without detriment to the important surveillance of the General Auditing Bureau, the director of the financial department and the financial controller should make periodic unexpected visits to the treasury to make an inventory of everything in it, write down the proceedings and record their observation and submit a photo copy of it to the University President.

## **Chapter 7: Students' Remuneration & Financial Aid**

### **Article No.41**

Remuneration and Financial Aid shall be disbursed to the unemployed full time Saudi student as follows:

**A. The Undergraduate level:**

1. A monthly remuneration of 1000 Riyals for a student who is majoring in a scientific specialization and 850 Riyals for a student who is majoring in humanities.
2. A monthly financial aid for a blind student which is equal to the salary of the first degree of Rank 5 for a reader's allowance.
3. A Distinction Remuneration of 1000 Riyals for a student who has achieved Excellent every academic year.

**B. Graduate level:**

1. A monthly remuneration of 900 Riyals.
2. An annual remuneration of one month to be assigned to books and references-- provided that this remuneration shall be restricted to the regular period specified for ending study without any extension.
3. A lump-sum remuneration of 3000 Riyals for a student for a Master's Degree and 4000 Riyals for a Doctoral student as an allowance for printing the thesis or dissertation.
4. A monthly financial aid for a blind student which is equal to the salary of the first degree of Rank 5 for a reader's allowance.

## Article No.42

A student from outside the Kingdom who is on a grant whether at the undergraduate level or at the graduate level shall receive the following remuneration and financial aid:

- A. A monthly remuneration that is equal to that of a Saudi student.
- B. A Distinction Remuneration of 1000 Riyals for a student who has achieved Excellent every academic year.
- C. An annual remuneration of one month to be assigned to books and references-- provided that this remuneration shall be restricted to the regular period specified for ending study without any extension.
- D. A lump-sum remuneration of 3000 Riyals for a student for a Master's Degree and 4000 Riyals a Doctoral student as an allowance for printing the thesis or dissertation.
- E. An economy class ticket at the end of the academic year shall be issued for the student so that the itinerary of the flight chooses the nearest destination to his home and provided that he has not obtained any ticket from any other source.

## Article No.43

The University may, in case housing is available at the University, provide housing for a regular student at the University stage or at the graduate level who is not an employee.

#### Article No.44

If the academic program of the student requires that he travels outside the city where he is studying, the University shall disburse for him a return economy ticket only once throughout the academic stage.

#### Article No.45

The University may provide meals at reduced prices; the University Council shall specify the sum that every student may pay for every meal.

#### Article No.46

Regular students in the colleges may, upon the decision of the University President, be offered some appropriate work opportunities outside study time in accordance with the following terms:

1. Availability of financial credit.
2. The contract is on the basis of the hour's system or on the basis of provisional posts.
3. The remuneration should not exceed 1000 Riyals per month.

### **Chapter 8: The purposes and rules of expenditure from revenues of research, studies, and Academic Services**

## Article No.47

The University may carryout academic studies or services for Saudi parties. The sums of money that the University may earn shall be deposited in an independent account and shall be disbursed for the following purposes:

1. The development of research and academic and training services at the University in accordance with the rules that organize this matter.

2. Cover the expenses of research studies and the academic services already mentioned and in conformity with the following procedures and rules:

- A. the University shall embark on the conduction of research and studies as well as academic services for Saudi authorities in accordance with the contract or written agreement in which all specific details are defined: the work that is needed, the parties involved, the period of time for its achievement, its conditions, its cost, the method of payment, the preparation of the participants and the supervisor of the project; and it has to be borne in mind that the specializations of the participants should have some affinity with the nature of the work.

- B. A special budget should be assigned for each contract or agreement, where all estimated direct and indirect costs be it for materials or for workmen, including fees for consultants, labor expenses, and the costs of implementing the require work via indirect contract.

C. The costs shall be collected according to the payment terms specified in the contracts and written agreements, and are deposited in a special independent account which may be used to provide for the expenses.

D. The sums of money pertaining to the annually continuous contracts shall be turned over until the end of the implementation of the projects technically and financially.

E. The surpluses from the incomings of contracts corresponding to services and studies (which were finished both technically and financially) shall be deposited in an independent account for spending on expenses upon a resolution passed by the University Council.

F. The University Council may—upon the recommendation of the University President—approve contracting with researchers and employee from inside or outside the University to execute the funded projects, provided that the appointment should be confined to the period for the implementation of the contract or of the studies or services.

G. The University Council may—upon the recommendation of the University President—approve contracting with consultancy on the projects whether from inside or outside the Kingdom to offer their consultative services on the strength of a contract that specifies the consultation period of time, the kind of work and the amount of remuneration including consultation fees, residence, traveling expenses, living expenses according to the stipulation to the service contract offered.



H. The incoming from such studies and services shall be entered into an independent account by the name of the University to be opened in the Saudi Arabian Monetary Foundation or a branch of it or a bank with which it deals.

I. Disbursement from the independent account requires the approval of the University President or the person that he deputizes upon the recommendation the director or the competent authority and the supervisor of the study, and in conformity with official documents.

J. Disbursement shall be subjected to the surveillance of the University financial controller.

K. The University President or the person that he deputizes may disburse a permanent advance payment to spend on the project upon the request of the supervisor in accordance with a recommendation from the Dean or the director of the competent authority and in conformity with the rules that govern the procedures for disbursement of an advance payment on condition that the advance payment should be settled periodically when the purpose for which it was disbursed has ended.

L. Taking into account the estimated costs in the budget of the project, the remuneration of the researchers and other participants in performing the job shall be disbursed as follows:

1. The University personnel on the basis of the actual hours spent by each one of them; the rate of the hour is commensurate with the value of the

contract—on the provision that the total remuneration may not exceed four months salaries per annum for each one.

2. Consultants, researchers, and officials from outside the University according to the sums stipulated in their contracts.

M. Taking into consideration the social costs of each training course, the participants in delivering academic and training lectures shall be remunerated in accordance with the remuneration specified for extracurricular lectures in the set of rulings pertaining to the appointment of Saudi teaching staff members.

N. When research and studies end, the goods that are in kind which have been provided shall become the property of the University.

O. An auditor for the University accounts shall look into the independent accounts for the research, studies and services annually; furthermore a report about the accounts should be delivered to the University Council.

## **Chapter 9: The bases for the**

### **Acceptance and Disbursement of Donations, Bequests, and Endowments Devoted to the University**

#### **Article No.48**

The University Council may accept donations, grants, bequests, and endowments devoted to the University; it may also accept contributions offered under certain conditions and for certain purposes, namely, if the conditions or purposes are in accordance with the University mission. The contributions are then to be entered in an independent account to be disbursed from only for the purposes designated and in compliance with the following rules:

1. The contributions shall be deposited in an independent account in the name of the University in the Saudi Arabian Monetary Foundation or in a local bank—provided that the balance of this account is turned over year after year.
2. The assets and the things in kind are to be evaluated at the time when they were received.
3. All donations, grants, bequests, and endowments should be recorded in a special register.
4. Disbursement from donations, grants, bequests, and endowments shall be in conformity with the following rules:
  - A. If the contribution, the grant, bequest, or endowment is in cash or a concrete object in kind, and if the contributor had specified the method by which disbursement is to be made, then disbursement shall be made for the purposes as specified.

B. If otherwise, the University Council shall determine the ways of making use of them.

C. Disbursement from the independent account shall be made on the basis of official documents and is subjected to the audit of the financial controller.

5. Disbursement from the independent account upon the approval of the University President within the limits of one million Riyals; if it exceeds this sum, then disbursement is subject to the approval of the University Council.

6. It is incumbent on the financial controller to look into the records specially assigned for the donations, grants, bequests, endowments, and the independent account periodically and to submit a report to the University President.

7. It is incumbent on the accounts auditor to check at the end of every fiscal year that the assets and the contributions in kind have been recorded among the properties of the University according to the well-known rules of accounting. A report should be submitted to the University Council.

## **Chapter10: General Provisions**

### **Article No.49**

Where there is no legal text in this set of rulings pertaining to a certain issue, then the regulation of the Council of Higher Education and the Universities, its executive sits of ruling, instructions, communiqué and the decisions are in effect.

### **Article No.50**

This set of rulings abrogates the current financial sets of rulings in the University.

### **Article No.51**

While taking into account the provisions of the regulation pertaining to the Council of Higher Education and the Universities, as well as all that has been mentioned in this set of rulings, the Universities shall set the required detailed procedures for the implementation of this set of rulings.

### **Article No.52**

The provisions of this set of rulings shall come into effect two months from the date of its approval.

## **Appendix**

### **Articles Nos. (41 & 42) Modified**

The Council of Higher Education had taken its resolution No. (12/12/1419), which was passed in the session No. (12), convened on 29/2/1419 AH concerning the modification of the provisions related to article No.41 and article No.42 in the set of rulings governing the financial affairs in the Universities.

On submitting the resolution above to his Sublime Stature for approval, the resolution of the Honorable Cabinet No.216 and dated 18/9/1421 AH was issued stating the following:

The Cabinet:

Having been acquainted with the incoming transaction from the Cabinet Administration No. (7/B/11236) dated 8/9/1421 AH which included the Resolution of the Economic Council No.(9/21) dated 7/9/1421 AH concerning the reorganization of students' remuneration in the Higher Education sectors for the purpose of rationing it, and also the approval on initiating funds University of Higher Education in accordance with the organization accompanying this resolution,

And having been acquainted with the resolution of Higher Education No. (2/12/1419) dated 29/2/1419 AH as regards the modification of provisions of articles Nos. (41 & 42) of the set of rulings governing the financial affairs in the Universities both of which are related to the reorganization of the remuneration of University Students, and having been acquainted with the resolution of the Supreme Economic Council No.(9/21) dated 7/9/1421 AH referred to above:

### Decide Upon the Following:

1. The reorganization of the remuneration of students in the Higher Education sectors for the purpose of rationing it so that it is not to be disbursed in the following cases:
  - A. The remuneration of students who have exceeded the regular period for ending their studies.
  - B. The remuneration of students who have presented excuses for absence from classes or those who have asked for postponing them in accordance with the rulings.
  - C. The remuneration of all students during the summer holiday—with the exception of those who have registered for the summer session. The council of Higher Education is to fix the date of this period.
  - D. The remuneration of students who have received academic warning in accordance with the set of rulings.
2. Approval of the initiation of treasury for the Higher Education (in accordance with the regulation accompanying the resolution).
3. The continuation of endorsing the students' remuneration in the University budgets for the coming years according to the actual number of students in the final academic year at the time this resolution is issued.
4. This resolution together with the regulation attached with it shall be publish in the official News Bulletin and shall be acted upon from the date

on which the general budget of the state next to the date of this resolution is issued.

## **Appendix No. III:**

### **The Unified set of rulings for the Internal Audit Units in Governmental Bodies and Public Establishment**

#### **The Unified List of Rulings Governing the Internal Audit Units in Governmental Bodies and Public Establishment**

Issued by the Honorable Cabinet's Resolution No.(129) on 6/4/1428 AH

## **Definitions**

### **Article No.1**



The following are the meanings of the terms, unless the context gives another meaning for each term:

- The party: every governing body or public establishment that has a recognizable entity (i.e. body corporate), which is covered by the kingdom budget.
- The first person responsible: the highest administrative authority in the governing body.
- The unit: the internal audit unit in the governing body.
- Internal audit systems: the group of means, procedures, and techniques used for the protection of pecuniary wealth and other things related to assets; they are also used for ensuring accounting accuracy, the improvement of productive efficiency, and encouragement of commitment to in designed administrative policies.

## **Initiation of the Internal Audit Unit, its Organizational Affiliation and Aims**

### **Article No.2**

Every governing body shall undertake to initiate a unit for internal audit in the main head quarter in which to its director is connected to the highest authority in governing body. As for the branches, they shall initiate the unit

– if necessary—by means of a decision of the highest authority in the governing body. The unit shall undertake to do the work that is involved in the internal audit (or reviewing) through practicing the specializations entitled to it on the strength of the provisions of this set of the rulings. This is in order to achieve the following objectives:

- A. Protect money and public properties, reduce the incidence of fraudulence, and errors, and to detect such errors as soon as they are made.
- B. Guarantee the precision and completion of financial data and accounting records.
- C. Guarantee the efficiency and adequacy of administrative and financial operations in such a way as to arrive at the optimal exploitation of the available recourses.
- D. Check the regulations, the instructions, the policies, and the plans that obligate the governing body are abided by towards the efficient and organized achievement.
- E. Ensure that the audit systems are sound and effective.

## **Formation of the Internal Audit Unit**

### **Article No.3**

A unit is formed from a director whose rank shall be determined according to the administrative formation of the governing body. His rank should not be less than that of eleven or its equivalent in the main headquarters as for the branches, his rank shall be determined depending on the size of the branch, its tasks and work, the number of employees, the post level of his boss and on whether there is a sufficient number of specialized officials to do the work in the unit and to achieve its aims. The unit formation is by means of a decision made by the highest administrative authority in the governing body.

#### **Article No.4**

In addition to the general conditions for recruitment, someone who is to be appointed as a unit director should be of Saudi nationality, he should be qualified and of professional adequacy and he should possess practical experience. His academic qualification should not be less than a bachelor's degree in accounting or an equivalent; his practical experience should not be less than seven years in the domain of audit (this applies to the main headquarters). As for the branches the experience is to be assessed in accordance with the size of the branch, its responsibilities, and work, and the number of its employees, and the post level of the unit director. Appointment, promotion, transfer, delegating on loan, or commissioning—all these shall depend on the highest administrative authority in the governing body.

#### **Article No.5**

The conditions for appointment of a specialized official in the unit include – in addition to the general conditions for recruitment – that he should have a Bachelor’s degree or a diploma in accounting or their equivalents in specialization or in a specialization that is closely related to the activity of the institution, plus practical experience in either domain.

## **The Responsibilities of Director of the Internal Audit Unit**

### **Article No.6**

The director of the internal audit unit is to undertake its organization and supervision. He shall be held responsible for the progress of work in it and for effectively accomplishing all its specializations.

### **Article No.7**

The director of the internal audit unit is to draw up an annual plan for the internal audit which is to be endorsed by the highest administrative authority in the governing body. The plan should include when and where audit is to be made as well as any further proper details may be incorporated in the plan. The director of the internal audit unit may modify the plan if he deems this as necessary provided that the highest administrative authority in the governing body approved the plan.

### **Article No.8**

The director of the internal audit unit may directly contact the competent authorities in the various departments. He has the right to look into all files, records and documents. He has the right to look into any other certificate that necessitates the process of internal audit. He still has the right to ask for data and the clarification necessary in this connection. All officials in the governing body are instructed to cooperate fully with him, providing all facilities that enable him to perform the responsibilities entrusted to him.

### **Article No.9**

A. The director of the internal audit unit takes the necessary steps pertaining to its work. This is done in cooperation with the competent authority concerned with development, and he is to seek to develop the unit.

B. Without detriment to the conventional training systems, it is incumbent to the director of the internal audit unit to draw up a training plan for officials of the unit that is endorsed by the highest administrative authority in the governing body which determines the parties have to be trained and the period of training. Care should be taken that training shall be given according to the needs of the unit.

## **The Responsibilities and Specialization of the Internal Audit Unit**

## Article No.10

Without detriment to the other kinds of audit—which are established, in their own right, as within the regulations—the Unified Rulings have restricted the responsibilities of the Internal Audit Unit to the following:

1. Evaluate the Internal audit systems, including that which pertains to accounting in order to check that they are correct and appropriate, delineate aspects of inefficiency, if any, and to propose the ways and means for remedying it so that the money and properties of the party concerned might be safeguarded against embezzlement, loss (through negligence), fraudulence, or the like.
2. Check that the party concerned abides by the regulations, rulings, instructions and financial procedures, and to check that it is adequate and appropriate.
3. Assess the extent to which the organizational plan of the party concerned is adequate enough as far as demarcation of authorities and responsibilities and dissociation of incongruous specializations, and other such organizational aspects.
4. Assess the extent to which the party concerned has achieved its targets; and account for the disparity, if any.
5. Locate the areas where the party concerned shows misappropriation of its material and human resources, and to propose what may be done at present and should be done to forestall such acts in the future.

6. Examine the documents (when completed) concerning expenditures and incomings to check that they are correct and methodical.
7. Examine the accounting records to check that the registered entries are all in line with the correct accounting system
8. Check the contracts and the agreements concluded in which the party concerned is actually one of the contracting sides—in order to check the extent to which the two sides have complied with the terms of such agreements.
9. Look over the treasuries' transactions; examine the records and the documents in order to check that all accounts are correct.
10. Audit the transactions of the warehouses to examine the records, files and documents in order to check that the inventory has been done in accordance with the rules and the set procedures.
11. Audit the financial reports and final accounts which are prepared by the party concerned; check that they are precise and that they are in harmony with the regulations, the rulings, the instructions and the policies adopted by the party concerned.
12. Give counsel when embarking on discussion of a rough draft budget.
13. Perform any task, within the specializations of the unit, which is entrusted by the highest responsible person in the party concerned.

## **Reports of the Internal Audit Unit**

### **Article No.11**

1. The unit shall prepare reports on the findings of the audit at the end of every audit operation conducted on the departments inside the governing body and afterwards the unit undertakes to promulgate the results and the recommendations pertaining to it and then to follow up the recommendations stated in the reports to check on their implementation.
2. If a department does not implement the recommendations mentioned in the Unit's reports within thirty days starting from the date of their notification, the unit has to assess the degree of risk. If this has financial or operational importance, the issue has to be referred to a higher administrative level (like director-general of the sector, or branch or the executive President). If the higher administrative level representative objects or he does not reply in time or if he replies after thirty days have elapsed, then the issue is to be referred to the highest authority in the governing body (with the objection attached if available) for taking the appropriate decision on this matter.

### **Article No.12**

The director of the unit shall present quarterly reports to the highest administrative authority in the governing body in which he elucidates the activities of the unit during the period that the report covers, the violations



that the unit has found out and the procedures which the departments concerned have taken in this regard. The director presents a detailed report on the observation of the external auditors for the governmental body, namely, the Ministry of Finance, the General Auditing Bureau, Control and Investigation Board, accounting offices and legal audit. The report should also explain what has been done concerning such violations and observations.

### **Article No.13**

The director of the unit presents a report if need be to the highest administrative authority in the governing body explaining any violation or a result that is related to the governing body and those who are responsible for it.

### **Article No.14**

The director of the unit shall present to the highest administrative authority in the governing body within ninety days from the end of the fiscal year an annual report including the following:

- A. A statement on the activities of the unit.
- B. The most important findings and observations revealed as a result of the internal audit and the extent to which data and clarifications asked of the various departments were obtained.
- C. An appraisal of the level of goals' achievement made by the governing body.

- D. An appraisal of the internal audit systems of the governing body.
- E. The extent to which the governing body is committed to the regulation, rulings, instructions, and financial procedures.
- F. The extent to which the governing body is committed to the basics and the rules of accounting and the drawing up of the final account and the financial reports for the governing body.
- G. Any piece of information, statement or important elucidation that the director of the unit deems appropriate.

## **The Relationship Between the Internal Audit Unit and the External Auditor and the Financial controller**

### **Article No.15**

It is incumbent on the director of the unit and the officials to cooperate regularly with the external auditor on the part of the government, namely, the Ministry of Finance, General Auditing Bureau, Control and Investigation Board, accounting offices and legal audit. It is incumbent on him to give to all the reports, and the requisite data for performing their work. It is also incumbent on the unit to follow up the department concerned to implement the external auditor's observations.

## **Article No.16**

It is incumbent on the director of the unit and the officials to cooperate with the financial controller who is related to the governing body or to the Ministry of Finance and to provide him with the findings involved in his specialization – and especially those that are marked with certain notes and whatever piece of information that may help him perform his work.

## **Commitment to ethics and professional standards of auditing**

## **Article No.17**

It is incumbent on the highest administrative authority in the governing body to provide complete independence for the director of the unit and its officials so as to guarantee their objective performance of the internal audit, which entails that they should not be commissioned to do anything executive or to participate in an executive committee.

## **Article No.18**

It is incumbent on the director of the unit and the officials to be neutral and to avoid the conflict between his interest and commitment to what is right, to speak out what can affect the objectivity of doing his work or can weaken it.

## **Article No.19**

It is incumbent on the director of the unit and the officials to respect the confidentiality of the information that they have obtained during their fulfillment of their duty and that it should not be used for any personal purpose or in an affairs that is outside the work requirements whether inside or outside the governing body.

## **Article No.20**

It is incumbent upon the director of the unit and the officials to expend their utmost professional care when undertaking to commence performing the responsibilities entrusted to them, and that they observe the following:

- A. Do the appropriate and careful planning for all steps of audit.
- B. Document the procedures for work, abide by them, and to keep the documents together with the other important papers.
- C. Obtain the circumstantial evidence to support the findings.