

# **Policies and Procedures Introduction**

**Prepared by  
The Deanship of Development and Quality  
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# Introduction

Qassim University is a national institution that seeks excellence, and its vision is seeking to be “a distinguished national university in education, supporting sustainable development in Al-Qassim, contributing to building a knowledgeable society”. Distinguished application in a way that promotes the local community and contributes to building the knowledge economy, using the latest administrative, technical and informational methods and activating the national and international partnership and developing the university’s resources. The university works using values based on commitment to Islamic values, Qassim University believes in: the following

Justice: seeks to achieve the elements of justice and equal opportunities and fairness •  
.in dealing with everyone

.Honesty: We work faithfully and commit to professional ethics •

Transparency: We commit to disclose transactions and strengthen accountability and •  
.integrity requirements

Quality: The application of the highest quality standards in all works to distinguish •  
.our outputs and services

Creativity: The University creates an organizational climate that stimulates creative •  
.thinking and innovative behavior

Teamwork: The University fosters a culture of teamwork that adopts the way the •  
.teamwork should think and behave

Scientific Freedom: The University encourages exploratory scientific practices,  
.openness and interaction with others

In all its activities related to its three axes of education, scientific research and community service, the University is committed to integrated and publicized policies consistent with the policies of the Kingdom and the values and customs of society. Among the policies governing the various activities of the university; the policy of admission, registration, study and tests for students, the policy of recruitment and contracting with faculty members, and the policy of scientific research, and policy of quality assurance and procedures, and the policy of ethics of the university staff, information exchange policy, .and the policy of scholarship and training, and financial policy

This guide is an introduction to shed light on these policies and how to access them. We ask God to make this manual a benefit for others and to make it sincere to the sake of .His Almighty

# Policy of Admission, Registration, Study and Tests of Students

The Deanship of Admission and Registration follows a policy aimed at facilitating and easing admission and registration procedures at Qassim University. The Deanship has developed admission and registration procedures through electronic platforms available to students on the University's website. To enable students to follow up on their status through their electronic account. You can refer to the Academic Student Guide via the web on the Deanship of Admission and Registration for the online platform procedures. You can also refer to the list of study and tests for undergraduate prepared by the Ministry of Higher Education, which is also available on the Deanship's website for the regulations governing all academic processes

You can also refer to the "Guide to Academic System and Tests", which was prepared by the Deanship of Development and Quality to be a guide for the student to see his rights and academic duties and the list of study and tests and everything related to academic operations such as postponement and dropping a semester and academic warning. Material Estimates, General Estimation, etc

# Recruitment and Contracting Policy with Faculty Members

The University appoints faculty members and assisting staff of holding the Saudi nationality in accordance with the regulations that follow the subjects of the contracting laws in force in the Kingdom in accordance with the Civil Service Law. The regulations governing the affairs of Saudi University employees of faculty members and the like have been issued by the Higher Education Council Decree No. At the sixth session of the Higher Education Council held on 26/8/1417 AH, culminating with the approval of the Custodian of the Two Holy Mosques, the Prime Minister and the Chairman of the Council of Higher Education under the directive telegram No. 7 / B / 12457 dated .22/8/1418 AH

The Higher Education Council, pursuant to the provisions of Article XVII, paragraph 7, of the Higher Education Council Regulations of Universities, which stipulates that the Council may issue regulations governing the affairs of employees of Saudi universities and contractors including faculty members, including salaries, remuneration and allowances, after being prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy and the General Bureau of the Civil Service. Upon review of the memorandum of the General Secretariat of the Higher Education Council on the subject and a copy of the draft of regulations governing the affairs of Saudi university employees of faculty members, those who are attached to a memorandum to present the Council's decision include the following: It shall be in accordance with the "formula accompanying this resolution

The University also contracts with non-Saudis in accordance with the regulations for the employment of non-Saudis issued by the Higher Education Council in accordance with the provisions of paragraph (7) of Article (fifteen) of the Council of Higher Education and Universities Of Saudis and contractors, including faculty members, including their salaries, remuneration, and allowances, after being prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Office of the .Civil Service Higher education on the subject

Policies related to recruitment and contracting of faculty members, regulations and procedures can be found in the "Faculty Members Guide" issued by the Qassim University by the Deanship of Development and Quality, as well as through the "Regulations for the Affairs of Saudi University Staff and whoever is considered alike" issued by the General .Secretariat of the Higher Education Council

## Research Policy

The faculty member is one of the most important pillars on which the society depends on in building its entity, because of the experiences the faculty member provides to build a good citizen ethically, scientifically and professionally, in a manner that contributes to the interaction with the intellectual, scientific, cultural, economic and social variables, and adapt to its developments and then lay the foundations of the renaissance and development. The faculty member became a profession with its origins, principles, reference and distinctive characteristics

The talk about the faculty member is increasingly driven to know the most important duties and rights, and ways to materialize them in practice, pursuant to the Almighty said, “We offered honesty to the heavens, the earth and the mountains. Policies governing scientific research, which is an important axis of the University activity, and those policies can be found in the “scientific research guide”, which was developed by the University represented by the Deanship of Development and Quality. The guide includes the policies and procedures of scientific research from the regulations and rules of scientific research, objectives and tasks, mechanisms to apply for funding research support, faculty rewards for research funded by the university, awards and incentives, and the policy of ethics of scientific research

# Quality Assurance Policy and Procedures

The quality assurance and management of institutional and academic programs is one of the main aspects that Qassim University devotes great importance to, which reflects positively on the outputs and outcomes of the university's work in the three axes; education, scientific research and community service. The quality procedures are implemented by an integrated system, with a tight and declared administrative structure, headed by the university dean and managed and supervised by the following: the University Agency for Planning, Development and Quality, then the Deanship of Development and Quality, up to the quality units and committees in the colleges and supporting deanships

Refer to the "Quality Assurance Policy and Procedures Manual" prepared by the Deanship of Development and Quality at the Qassim University to learn about the general policies governing the quality assurance system at the university and all its units, a description of the quality structure and functions of each element in this structure, and the policy of evaluating the performance of those elements. "Quality System of Academic Programs in Qassim University" to identify the quality system and standards applied in academic programs, as well as "Quality System of Supporting Deanships and Departments at Qassim University" to identify the quality management system for the support deanships and departments in the University

## Ethics Policy of University Faculty and Staff

Based on Qassim University's commitment to quality and national accreditation, the University has developed a vision, mission and a set of values that the University is keen to adhere to and respect the values desired by all its employees. It has issued the Charter on the Rights and Ethics of the Occupation, under which all its employees are required to act

Specifically, the University is keen to ensure that students follow morals that are compatible with the University's tradition and regulations. Respecting student's rights and duties, and introducing intellectual property rights and how to respect them

Whereas, the faculty member is one of the most important pillars on which the society depends on in building its entity, for the expertise he/she provides in building a good citizen, morally, scientifically and professionally, in a manner that contributes to interacting with intellectual, scientific, cultural, economic and social variables, and adapting to its developments and then laying the foundations of the Renaissance. Sustainable development, talking about the faculty member increasingly market the need to know the most important duties and rights, and ways to materialize them in practice, pursuant to the Almighty said: "We offered the Secretariat on the heavens and the land and the mountains, and he showed that carrying them and compassion of them and carried by man that he was unjust ignorance." Therefore, Qassim University is committed to a policy that ensures that the professor's follow ethics and values, and they can refer to the "Guide to the ethics policy of the employees of the University" and the sub-manual "Guide to the ethics of the profession of the faculty member" to identify the requirements expected from the faculty member towards their behavior, work and decisions

It has been stated in the Basic Law of the Royal Decree No. (A: 90) dated 27/8/1412 AH that the State facilitates the areas of work for all capable, and enact regulations that protect the worker and the employer. In its laws and regulations relating to employees and administrators, the Qassim University is committed to the civil service system in the Kingdom, and can refer to the employee's manual, which shows the provisions of the civil service, including salaries, bonuses, compensation, benefits and pensions. The system deals with the responsibilities and obligations of employees and administrators "employee duties", which is some of the ethics that must be adhered to by the staff, and can refer to the employee ethics policy in the "Manual of Ethics Policy for University Employees".



# Information Handling Policy

Within the framework of the continuous work of Qassim University on the continuous development of the quality of all activities of the University, such as education, scientific research and community service, and its keenness to obtain institutional accreditation and academic accreditation of its programs, the University works in accordance with the policy on the handling and processing of information on the organization of analysis and archiving of data and information, through the Information and Support Center Decision and the Center of Documents and Archives, and the efficiency and preservation of information circulated on its portal, internal network and the Center for Publishing and Translation.

The information circulation policy can be found in “Qassim University Information Collection, Analysis and Handling System Guide” and the “Information Handling Policy” manual, developed by the Deanship of Development and Quality, which provides information on the role and objectives of the Information and Decision Support Center, the Documents and Archives Center, as well as handling and dealing with information policies through the portal and the internal network of the university as well as the Center for Publishing and Translation in a way that preserves confidentiality and integrity of information and ensures the rights of authors and achieve scientific integrity.

## Scholarship and Training Policy

The aim of training and scholarship is to qualify University employees scientifically to obtain a degree or develop their skills academically, administratively and technically through training as required by the interest of the University and the Kingdom. In this regard, Qassim University follows a policy consistent with the policy and directions of the Ministry of Higher Education on scholarship and training for University employees. In this regard, reference can be made to the manual prepared by the University on this subject; “Scholarship Policy and Training”, which is derived from the policies and regulations of the Ministry, which shows the purposes and objectives, administrative .procedures, regulations and financial regulations in this regard

# Fiscal Policy

The financial policy at Qassim University is based on the regulation of financial affairs in Universities issued by the Ministry of Higher Education in accordance with the decision of the Higher Education Council No. 6/2 dated 11/6/1416 AH, culminating with the approval of the Custodian of the Two Holy Mosques No. 7 / B / 9045 on 27/6/ 1416 H. This publication can be consulted in all financial matters of the Qassim University. With those funds and their control, and everything related to financial matters at the university

## The Financial Regulations of Universities

**Issued by the Council of Higher Education No. 2/6 adopted at the (2nd) Session of the Council of Higher Education**

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