

A short guide to the System of Collecting, Analyzing and Handling Information at Qassim University

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Manual Introduction

The current guide provides information on the role and objectives of the Information and Decision Support Center and the Center for Documentation and Archives, as well as policies of dealing and circulating information through the portal and intranet of the University as well as the Center for Publishing and Translation in a manner that preserves confidentiality and integrity of information and ensures the rights of authors and achieve scientific integrity.

Information and Decision Support Center

About the Center

Within the framework of the University's efforts to improve the decision-making process in accordance with modern and accurate decision support methods in the health and safety of the decisions resulting therefrom, the Qassim University has established the Information and Decision Support Center with the approval of the Higher Education Council in its session No. 68 dated 21/2/1433 H. on developing a professional center (Information and Decision Support Center) at the University. The center was given by the servant of the Two Holy Mosques, the Prime Minister an approval on the minutes of the session by directive telegram No. 16930 dated 19/3/1433 e. the center is aimed to provide an information infrastructure to keep pace with the development in various fields and provide the applicants with vital information and indicators that reflect the reality and illuminate the way for beneficiaries and decision makers in determining the current situation and planning for the future, thus it works towards supporting the building of a collaborative knowledge society that supports administrative and scientific processes to contribute to the advancement of the University.

With the great support of the University Rector and the Vice Rector of planning, development and quality, the Center is working on restructuring and establishing the center to be in line with the successive developments.

The Center's Mission

The Information and Decision Support Center looks forward to supporting the University's policy in providing statistics and data to beneficiaries inside and outside the University. In addition to applying modern scientific techniques to provide accurate information and indicators that serve all internal and external bodies that help acquire knowledge and decision-making. It also seeks to create a collaborative knowledge society to support academic and administrative processes to contribute to the advancement of the University.

The Center's Goal

The Center is one of the main channels for decision-making and rationalization in the University through the following tasks:

- Contributing to determining the information required by the senior management and decision-makers in the University.
- Contributing to the development of the University's information policy and update it as needed.
- Developing methodological plans for the classification and processing of data using appropriate scientific methods for providing it to the beneficiaries in an easy and fast way.
- Working on issuing periodic and annual statistical reports of the University.
- Ensure the quality of information provided to decision-makers and stakeholders, published electronically or in paper form.
- Contributing to the dissemination and promotion of the information culture and its strategic importance to the University.
- Providing statistical analysis services for research and studies from inside or outside the University.
- Communicating with ministries and government agencies and providing them with the required data in all matters related to his competence.

Documents and Archives Center

About the Center

The Center for Documentation and Archives was established at the University to work on creating an information base through the preservation of documents.

Center Goals

- Collecting and counting the documents and performing classification, indexing, coding and archiving.
- Proper implementation of document systems, regulations and programs.
- Removing duplication of archives and get rid of any documents that has no value or importance.
- making the information on documents and archives available to beneficiaries in accordance with the regulations of the organization.

Electronic Gate

Overview

Qassim University strives to achieve many objectives, through the University's portal, among those objectives are the following:

1. Concentrating on conveying the values, vision and mission of the University.
2. Promoting a wide range of career opportunities available at Qassim University.
3. Encouraging users of the University site to visit the campus, attend events at the University, and request information.
4. Provide accurate and consistent information on the achievements of Qassim University.
5. Confirm the consolidation of academic relations between faculty and students.
6. Highlighting study opportunities and outstanding programs offered by Qassim University.
7. Avoid special bulletin boards for departments and colleges.
8. Access to e-services provided to University employees in an easy and easy.

Goal

These policies aim to set the rules of use and publishing on the portal, and how to manage content on the portal sites according to the content of a set of policies designed to control e-transactions at Qassim University.

These policies apply to all users of the University portal as well as those responsible for publishing and managing content on the websites of the portal at Qassim University.

Portal policies

Portal Concepts

- The portal is the website of Qassim University and all its content publishing sites, whether it is a college site, a deanship, a department, or a website for a faculty member, employee or student.
- Terms of Use are all terms and conditions that must be taken into account when using the portal at University of Qassim.
- Content is text, graphs, advertisements, links or other materials such as University news, University events, visuals, University staff contact data, courses and published articles.
- External links are links that navigate to non-Qassim University Portal pages.

Terms of use

- The portal is the only official site of Qassim University and is managed by the Deanship of Information Technology represented by the Department of Software and the management of the electronic portal, and the content is managed through deanships, colleges, departments and University centers and both expressing itself.
- Qassim University should make available the terms of use of the portal on all portal pages.
- The user must know that his use of Qassim University Portal is an acceptance of the terms of use of the portal, if the user does not accept it fully, access to this site or any sub-site is infringing and must stop using it immediately.

Reservation of subdomains

- Qassim University web sites must be hosted through the University, through other government entities, or through hosting providers licensed by the CITC. Hosting shall be within the Kingdom, and the contract between the parties shall include controls to ensure the confidentiality of the information.
- Each entity in the University has the right to reserve a domain or a short name to be affiliated with the University domain ((qu.edu.sa) by submitting an official letter to the (Deanship of Information Technology) stating the short name to be reserved.
- No entity at Qassim University can create a website outside the domain (qu.edu.sa).

Content entry and update validity

- The responsibility of adding, deleting or modifying the tabs in the main portal of the University Portal is the responsibility of the Department of Software and the electronic portal of the Deanship of Information Technology at Qassim University or its designee.
- The responsibility of the management of the electronic newspaper of the University lies with the Media and Communication Center at the University, where it has full authority to publish and update the contents of the electronic newspaper as well as everything related to news, events, seminars, conferences, articles and the services under it.
- Any party in Qassim University who wishes to publish news, events, seminars, articles or conferences on the main page of the University portal has to communicate with the University's Media and Communication Center formally.
- In the case of the need to add something to the software (such as adding an attendance registration form), the Software and e-Portal Section of the Deanship of Information Technology must be provided with an official letter via administrative means containing applications not less than three weeks prior to the date of the conference or event. Otherwise, the application will not be considered.
- Each entity of the University has an independent site with the authority to manage it completely, so the responsibility of publishing and updating the electronic content of each entity on the dean or director of the responsible entity and is responsible for publishing and updating the entire contents, and each faculty member or employee or student have an independent site.
- The Deanship of Information Technology is not committed to reviewing external links related to the portal. The Deanship is not responsible for the content or services provided by sites registered outside the scope of the official portal of the University.

Posting on the portal

- The portal is an electronic means of publishing for all University employees and sectors and they should use them for the benefit of the University and its employees and its various sectors and in no way prejudice the reputation of the University and its employees or expose them to legal accountability.
- All content published on the portal pages must comply with the copyright, and therefore the following should not be published without limitation:
 - Any electronic material not owned by the owner of the page and has copyright.
 - Research published in scientific conferences and scientific journals.
 - Books and literature available in any electronic format.
 - Inappropriate content, including but not limited to:
 - any material that contains an offensive, aggressive, racist or threatening tone, whether text, picture or idea.
 - any material that violates the regulations of the state and University or customs of society.
 - any material that violates the privacy of others in any way.
- Each party of the University that has a site belonging to the University gate has to make sure to update the content of pages and materials, including news, contact information, phone numbers, e-mail and description of materials and other information.
- Everyone should use the proper grammar of the language used in creating the page or electronic material and make sure it is correct and error-free.
- Deanship of Information Technology reserves the right to change or delete the information contained in any site under the umbrella of the University at any time without giving a notice in the event of any violation of the portal policies for publishing and content management.

Privacy

- The Deanship of Information Technology at Qassim University should make the privacy policy available on all pages of the portal, to clarify the rights and duties of the University site and its affiliates and users, and therefore Qassim University is committed to protecting the confidentiality and privacy of the user.
- Privacy policies contain how Qassim University treats personal user information regarding data, whether online or on computers only.
- Some of the links on Qassim University site link to other non-university sites (not in the domain of qu.edu.sa). These sites do not operate in accordance with the privacy policy of Qassim University site. Therefore, whoever visits those sites should review the privacy policy of those sites before disclosing any personal information indicating their owner.

Supervision and Training

- Each party has the right to allocate one or more supervisors that belongs to them, where this supervisor is granted the necessary roles on his university account used in the access system and is thus responsible for the website of the entity and its content and all the necessary tasks to ensure the continuity of work on the site.
- The Deanship of Information Technology is committed to providing the necessary training for the management of the website (for any entity that has a website under the umbrella of the portal).
- Every faculty member and the like at the University are entitled to the training required to manage their personal pages under the faculty pages.
- Faculty members and the like have the right to receive the necessary training to manage their personal pages within the pages of faculty members or the sites of the bodies, in coordination with the Deanship of Information Technology directly.

Internal Network (SSL VPN) at Qassim University

Overview

A VPN is a secure private network built on top of public networks, such as the Internet to provide a secure and encrypted connection through a private tunnel through the Internet for communication between the University network and other networks. The use of SSL VPN allows a member of the University and its authorized suppliers to securely access the University's resources and network from anywhere.

Goal

The purpose of these policies is to determine the security standards required to obtain this service and ensure the integrity of the data sent and received as well as secure access to the gateway to the VPN connection of Qassim University so that confidential private information away from unsecured and reliable networks. The University reserves the right to modify these policies at its discretion. In case of any modifications, users will be informed of the appropriate means.

Scope of Application

These policies apply to all employees, workers and others who work on behalf of Qassim University and use by any means a virtual private network (VPN) to connect to the University network.

Intranet Policies

- VPN connection is allowed only when necessary and for the following persons:
 - o Anyone who has the authority to provide emergency technical support on one of the University's electronic systems.
 - o The System administrator determined by the business owner.
 - o The approved suppliers from the Deanship of Information Technology after the necessary supplies and installations.
- The service is requested according to the pre-defined workflow plan approved by the Dean of IT.
- The Deanship of Information Technology must encrypt the personal account used to connect to the University network through the SSL VPN service while crossing over unsecured and reliable networks.
- The complexity and difficulty requirements for passwords must be met in accordance with the user password management policy.
- Employees authorized by the University must ensure that unauthorized users are not allowed to share the University's VPN services, obtain their password, or access and use the computer during the connection process.
- All computers connected to the University network are secured through the VPN service in accordance with the standards of the Deanship of Information Technology for anti-virus programs with the latest versions of their files as well as the latest update of security patches for the operating system.
- Only approved computer communication applications can be used to open channels of

communication to the University network through the VPN service.

- Authorized staff members will be automatically disconnected from the University network via VPN after one hour of inactivity.
- Computers are subject to employees authorized to access the network through the VPN service according to their business needs to restrict access to the network.
- The Deanship of Information Technology should examine, monitor and review all VPN channels in Qassim University.
- It is forbidden to grant a VPN connection if the beneficiary is outside the Kingdom of Saudi Arabia except in cases of necessity.
- The Deanship of Information Technology has the right to monitor, limit or disconnect any VPN connection for any purpose without prior notice.

You can request a VPN service for University employees by logging into the e-services portal (<https://eservices.qu.edu.sa>) and choosing to request a VPN service.

The third party can request the service by sending an e-mail containing the information of the applicant to the following mail: vpn@qu.edu.sa

Center of Scientific Publishing and Translation

Overview on the Center

The Center for Scientific Publishing and Translation is the center for scientific publishing and encourages the authoring and translation at the University.

Vision, Mission and Values

Vision:

To be nationally superior in publishing and translation in the areas of knowledge that contribute to raising educational quality and achieve sustainable development and building a knowledge society.

Mission:

Disseminating and translating distinguished scientific, research and intellectual productions, creating an environment conducive to authoring, translating and developing effective community participation, thus contributing to the enhancement of the University's scientific and developmental role and increasing digital content according to the highest standards and best technologies.

Values:

- Quality: We apply the highest quality standards and best technology in all works to distinguish our outputs and services.
- Excellence: reach the possible maximum in innovation and mastery in all works.
- Transparency and Accountability: We are committed to disclosing transactions and procedures and strengthening accountability and integrity requirements.
 - Active participation: Contribute to building the knowledge score and digital content of the University.
 - Affirmation of property rights: We are committed to giving researchers, authors and translators the right to protect their intellectual production.
- Teamwork: We encourage and consolidate cooperation and work culture as a team of thinking and behavior.

Center units and Tasks

1. Scientific Publishing Unit

The scientific publishing unit is responsible for editing the origins of publications from scientific and human books composed, translated, indexes and guides, whether academic or reference, which are referred to it by the scientific council after its approval and approval to publish them, in accordance with international standards and standards.

A. Division of scientific and technical editing and review of printing experiences

This division undertakes technical examination of the assets, determines the appropriate technical specifications for each publication and applies the international publishing rules in force with documentation of materials, review of experiments and approval of materials for printing.

B. Follow-up and delivery of publications

This Division is responsible for receiving the modern works received by the Department, forwarding them and distributing them to the concerned divisions, addressing the concerned parties at the University and recording the phases of publications between the divisions with full follow-up of their movements from one division to another until they appear in the form of printed laminated publications ready for distribution.

C. Electronic Publishing Division

This division is responsible for the electronic entry of all publications that have been issued and uploaded on the Internet to facilitate receiving and accessing the material for those interested. The division also works on linking the divisions to a full network of computers with the preservation of University rights.

2. Translation Unit

The aim of this unit is to meet the needs of the University by translating the textbooks and scientific references.



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