



## Policies and Procedures Manual for the College of Medical Rehabilitation (Physical Therapy Department)



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# **(DPT) Program Management Mechanisms**

## **Mechanisms for managing the program:**

### **1- Announcement of Course Specification and Course Plan:**

First: A brief description of the decisions was presented in the first lecture of each course based on the recommendations of the department head (program manager) and attached a copy of the important instructions to the members emanating from the department council.

Second: Advertising on the blackboard system.

### **2- Give Feedback for female students.**

- The faculty members are alerted to announce the results of the test for female students within a week of the quiz and mid-term exams.
- Discussing the tests and correct answers with the students after completing the test and clarifying what is not understood of the test before the end of the academic year.
- Female students feedback assessment :
  - The commitment of the faculty member to the feedback is assessed through a questionnaire assessing the course from the students by the program director.

### **3- Activating active education strategies:**

- Determine active teaching strategies from the Plans and Curriculum Committee .
- Announcing active teaching strategies for faculty members for discussion and approval by the department council.
- Each faculty member identifies appropriate strategies for the course and is clarified in the course description and approval by the Program Quality Committee and Director the program.
- Announcing active education strategies for female students in the first lecture of each semester with a brief description of the course and be placed on the e-learning site so that it is available to students at any time.
- Department Head Follow-up of the implementation by the faculty members of active teaching strategies through the course file ,the course report and the female students questionnaire of the course .

#### **4- Verification and reliability of the assessment methods:**

- The assessment methods used for evaluation are described based on the assessment strategies adopted in the program specification.
- The assessment methods used for measurement are described in Course specifications and syllabus.
- The evaluation methods are approved by the Program Quality Committee and the Program Director
- The evaluation methods are approved by the department council.
- The assessment methods for students are announced with a brief description of the course and explained in the first lecture of the course.
- The department head and program manager follow up on the implementation of the approved evaluation methods through the course file, which contains samples of tests and Blue print for tests.
- The assessment of female students is used for this axis through a questionnaire assessing the course.

#### **5- Verification From the sources of research and studies submitted by female students:**

- Informing students of the rights and intellectual property and the consequent accountability and legal accountability, and the reference to that in course syllabus.
- Providing students with the skill of not copying and transferring literally from the sources of information and paraphrasing it in writing required researches and studies .
- There is a review from the course professor for all that submitted by students from research and projects, review the references used and verify the sources of information.
- The students' jobs are raised on a Black board system is done automatically.
- The program is used to check literary theft and quote as ) t-authenticate) by the Scientific Research Unit.
- Quotation allowed 35% for grammar and basic sciences.

#### **6- Follow up members 'commitment to teaching and evaluation strategies :**

- The head of the department and the program manager follow up on the implementation of teaching and assessment strategies by faculty members through the course file and course questionnair at the end of theacademic year .

#### **7- Rules for introduction of Initiatives and suggestions in the program:**

- The faculty member and whoever is ruling on it shall initiate the initiative or proposal for the head of the department to present it to the department council for discussion and approval.
- Then it is submitted to the College council for approval and to take the necessary measures for implementation.
- Development projects that need financial support are presented according to the procedures announced by the university by filling out the required forms, and then they are submitted to the department and college councils, then to the university to take the necessary measures.

#### **8- Interview and Preparatory new members:**

- Procedure personal interview with the new member to learn about his capabilities, skills and his vision of academic work.
- Clarify and explain the mission and goals of the program, department and college.
- Presenting a brief form describing the program with its teaching and assessment strategies .
- Assigning the member's decisions, distributing the academic burden to him, and defining the required qualifications of the member regarding quality work .
- Definition of the departments, units, and mechanisms used within the department and within the college.
- Learn about the faculty members of the department, how to communicate with them, and the tasks assigned to each member.



# Student Affairs Procedures Manual

## College Admission and Admission Guidelines

❖ **Admission guidelines**

The beginning of the period is announced on the university's website, and registration is made by the student via the portal link ([reg.qu.edu.sa](http://reg.qu.edu.sa)).

❖ **Important notes**

1. Admission of female students is only through the electronic portal.
2. For more information and inquiries can be communicate with a dmission affairs.

University c entral

0163800050

Trasfer male students section

1881 - 1553-1579- 1657

Female Students 'section

6288 - 6293

Direct & fax: 0163801207 - Fax 0163800312

Mobile: 0566149399

E-mail ( [fkhrif@qu.edu.sa](mailto:fkhrif@qu.edu.sa))

# Admission and Registration mechanisms

#### ❖ Admission requirements:

1. Obtaining the General Secondary Certificate or its equivalent.
2. That the secondary school certificate has not passed for more than ((three year) .
3. The student must pass any examination or personal interview set by the relevant college, including the tests of the measurement center.
4. To pass the health requirements imposed by the health colleges if he/she wish to specialize in one of them after completing the preparatory year.
5. The approval of the employer is required for anyone who works in any government or private agency, and the student is responsible for returning the rewards he received from the university if he is an employee.
6. He must not have been dismissed from the Qassim University or any other university for disciplinary dismissal.

#### ❖ Acceptance mechanism:

1. The next two semesters are accepted in a competitive manner during one period only.
2. The applicants are screened according to the following admission criteria:

**The first criterion** The weighted ratio is calculated as follows ( $\times 0.30$  adjusted in the high school certificate, the general ability test score  $\times 0.30$  and the score of the achievement test is  $\times 0.40$ ) which is a special condition for admission to:

First: All female students wishing to attend university.

Secondly: Students wishing to join the preparatory year, the Faculty of Agriculture and Veterinary Medicine, and the scientific departments of the Faculties of Science and Arts.

**The second criterion:** The equivalent percentage is calculated as follows (the average in the high school score  $\times 0.50$ ), The degree of general aptitude test  $\times 0.50$ ), which is a condition for admission of applicants to all colleges except referred to in the previous paragraph (second).

#### ❖ Important notes for admission:

1. The applicant is accepted in one collage of the university in its city or gover nate, It is only in specializations that are not available in that governorate, where every student has the right to apply for it even if it is outside his/her city.

2. Upon acceptance in the educational specializations (safety of the senses - health status), according to the rules announced by the College of Education.
3. Important remarks for preparatory year :
  - Admission to the preparatory year requires a balanced ratio of not less than 75%
  - Allocating preparatory students and determining the path in the three university headquarters (Al-Maida'a - Unayzah-Al-Rass) according to the proportions by way of open competition for available seats. The student has no right to object to his allocation in one of the three headquarters.
  - When allocating in the health colleges - after the end of the preparatory year - passing the health requirements imposed by the colleges concerned.
4. The allocation of colleges shall be taken into account when allocating, so that the university has the right to exclude any student who does not meet the regulations announced by the colleges (Health Status - The Senses Safety).

#### ❖ How to apply to male and female students:

1. Admission for admission (male and female) for the academic year ..... is made through the admission website at the following address: [qu.edu.sa](http://qu.edu.sa) The site will be available from the day of ... corresponding to ... .... Note that application will not be allowed after this period.
2. Fill out the application form on the university's website at the acceptance and follow-up portal for the inquiry about the nomination: The applicant must fill in the application for admission with the correct information, and he can follow through the site, through the civil registry number and the secret number that the applicant put when filling the application, note That the male or female student bears all the legal consequences of not constantly reviewing the site and learning about the status of the request.
3. Students must only accredit their candidacy for admission by clicking on OK in the nomination form within 48 hours of their nomination, otherwise the application for admission is not considered null, but for female students it is not required.
4. The results of the admission nomination will be announced to male and female students only through the Internet.

5. Students should only download a 4 \* 6 color photo white background for the face only, knowing that the student is subject to the regulations and regulations when trying to download any other image.

6. The student selects the colleges he wishes to enroll in and ranks them according to priority so he records the first and then the second desire ... (fifteen desire) where the order of desires will be taken into account in addition to the student's percentage.

❖ **Receive the University ID card**

The new student has the right to receive the university card a month after the start of the study, and upon losing it, she communicates with the students 'affairs to obtain a replacement one.

# Student Registration

❖ **Study schedule registration (delete and add):**

For new students, the schedule registration depends on the student, printing her schedule from her website

Electronic and commitment to attend the lectures from the first day of the start of the study, as in the academic calendar of the University.

For students of other levels, the university adopts early registration according to the mechanism set by the Deanship admission and registration in coordination with college.

And formal registration, the student is allowed to record the courses that you wish to study or delete according to the following:

- 1- The student can add courses that you want to study one week before the start of the semester and end at the end of the first week of it.
- 2- Course registration must not exceed the maximum number of hours, depending on the GPA rate . Cumulative and that the number of hours should not be less than 12 hours in the semester
- 3- Students of the annual system (the new plan) are allowed to amend the schedule at the beginning of the year only., And students of the levels system the old plan)) are available to them aTo amend before the start of .each semester
- 4- Anyone who wants to amend her academic schedule(delete and add) should go to student affairs before beginning of the semester study and filling in the delete and add form with the student's academic advisor after ,that she submits it to the students 'affairs to add it to the university system according to the registration instructions and will not accept any form unless signed by the academic advisor.



# Academic Movements

❖ **Postponement of the study:**

1. The student may submit a request to postpone the study before the start of the academic term or academic year for an excuse accepted by the college dean, and the student's parent's guardian must be accepted when submitting the application.,
2. The postponement period does not exceed two consecutive semesters or three non-consecutive semesters. As for the students of the annual study system, it is not permissible to postpone for a maximum of two years as long as they remain at the university.
3. The postponement period is not counted within the period required to complete the graduation requirements.
4. The application is submitted through the electronic portal on the requesting page in the application field.

❖ **Apology from the study**

- 1) The student has the right, after the approval of the Dean of the College, to apologize for continuing to study a semester without preparing for a failure if he ,completes the apology procedures in the regular period.
- 2) The student submits an apology for the semester through the electronic portal on her page by clicking on the requests and then apologizing for the semester.
- 3) The apology classes must not exceed two semesters throughout the study of the university student.
- 4) An apology student must register after the apology period has ended, otherwise she will be considered disconnected.
- 5) The regular period of apology for the semester extends to three weeks before the final exams, according to the academic calendar of the university.
- 6) This student is entitled to a semester or year from the period required to complete the graduation requirements.,
- 7) It is made for the student(W).

- 8) The consent of the student's parent is required when she applies to apologize for the semester.

❖ **Apology decision**

- It is called withdrawal from a course, whether quarterly or annually without Appreciation.
- It is permissible to withdraw with an excuse from a course or More In the semester according to the executive rules approved by the university council.
- The student may, after the approval of the college dean or his representative, delete one or more courses through the university's website on a page Requesting through a lmost a month from the beginningof the studying.
- A date for an apology for a one-month course is specified and is usually available approximately one month after the start of the first semester And the second chapter According to the academic calendar For university, human beingsl that not sure to m inimum burden the course is about 12 hour.
- It does not affect the student's rate, and her letter ع

# The Exams

### ❖ **Grievance redress (re-correction)**

The student has the right to file a grievance -(re-correction)letter to the dean of the college that submits the course within a two-week period of calculating the cumulative rates according to the academic calendar or announcing the results, including the justifications for the request for re-correction and a commitment from the student to the correctness of the information provided.

The Student Affairs Office prepares a form for the student -( attached to a form),which the student completes and submits to the College Council for consideration .

The College council that teaches the decision making decision in the case of the application submitted by Requesting.

The correction must be repeated within two weeks of the start of the semester next one -

If you agree to a reset -correction, doubt to The College Council is a committee for re-correcting the papers. The committee submits a report to the College Council to decide, and the council's opinion is final.

The student has the right to repeat the correction twice in all her academic years .

### ❖ **Alternative test (excuses test)**

- The student has the right to apply for an alternative test if she is absent from the test for an excuse What in Maximum period A week is required To agree to Excuse the council the college.

- The student completes an alternative test form (attached form) through the Student Affairs Office and attaches an excuse.

- The application is submitted to the College Council to be decided.

### ❖ **Collapse enrollment, academic separation and discontinuation studying**

The student is considered to be enrolled in the cases next

- A. Dropout
- B. Withdrawal from the university

### C. Academically separated

- If the regular student stops studying for a semester without asking for a delay (Her registration is folded from University) and for a magazine The university is turned off if she stops studying for a less period.
- The student's registration (interrupted for failure to register) will be folded if he does not remedy his academic position before the end of the seventh week of studying.
- A student whose registration is folded can apply for re-enrollment through his page on the university's website with his number and record before Interruption By the following controls:
  - a. To submit an application for re-enrollment within four semesters from the date of registration enrollment.
  - b. The College Council agrees to re-enroll.
  - c. if Four semesters have passed since enrollment And more she can introduce to the university as Fresh student without refer to her previous academic record, provided that all admission requirements apply to her Declared in a Back then. And for the Council of The university the authority to exception .
  - d. No Registration may be repeated more than one time ,The University Council, in case , of necessity, may exclude from that.
  - e. It is not permissible to re-enroll the student whose registration has been closed if she is academic separated.

### ❖ Absence / Deprivation

- 1- The student is prohibited from entering the final exam of the course if his absence rate exceeds(20%) twenty percent without excuse from the total number of specific lectures and scientific lessons For the course.
- 2- A student who has been deprived of taking the exam due to absence is considered to have failed in the course, and for her the grade of the quarterly works is established and a disadvantaged estimate is calculated(م) or DN.

3- Lists of disadvantaged students are approved by the college council that submits decision.

4- Deprivation lists are announced before tests start the final exam.

The College Council or its authorized representative may, with the exception of, excuse the deprivation and allow the student to enter the exam, provided that the student presents an excuse acceptable to the Council.

The university council determines the attendance rate not less than (50%) of the lectures and practical lessons specified for the course.

The College Council that submits the course or whoever it delegates may excuse the student from deprivation and allow him to take the exam, provided that the student provides an acceptable excuse to the council, provided that do not dress up to Absence of fifty percent(50%)of the total number of specific lectures and practical lessons For the course.

A student who misses the final exam will have a zero score in that the test, Her estimate in that course is calculated based on the grades of the quarterly work that took place on her.

A student who is absent from the final exam will have a zero score in that test, and his grade in that course will be calculated based on the grades of the quarterly work that he obtained.

If the student is unable to attend the final exam in any of the semester materials for a compulsive excuse, the College Council may, in cases of extreme necessity, accept his excuse and allow him to be given an alternative test within a period not exceeding the end of the next academic semester, and the estimate obtained after performing the alternative test is given.

**The excuse is absent from the final examination in the cases next:**

- 1- To present an excuse from the time of its cause until a week from its removal.
- 2- Compulsive excuses accepted by the College council.

The alternative test and monitoring the result shall be within a period not exceeding the end of the semester next one.



# Withdrawal from the University and the Transfer

### ❖ Withdraw from the University:

The student who wants to withdraw from the university must attach:

- 1- Fill out the withdrawal form (Attached).
- 2- Written letter from the guardian And hersignature .
- 3- A copy of the guardian's ID card
- 4- Copy of the student's ID card

It is submitted by the Student Affairs Office to the Admission Deanship And Registration.

### The transfer

Transfer of a student from outside the university may be accepted in accordance with the The following regulations:

- 1- The student must have studied at a recognized college or university.
  - 2- Not be expelled from the university from which it is transferred for disciplinary reasons.
  - 3- To meet the conditions of conversion determined by the Council of the University .
- **Internal transfer** And that is inside the university from college to college or from department to department.

The student may transfer to another department through the electronic portal on the student's page, change the major, and then submit it to the Dean of the College for approval or rejection.

The student is allowed to transfer internally twice during her university studies.

- **External conversion** It is considered outside the region from one university to another university.

It is done by filling out an external transfer form, submitting it to the university and submitting it to the college, along with attaching the reason for the transfer and describing the courses to make an equivalent to its previously studied subjects in its previous college. .

# The Equalization

## **The equalization**

The student transferred to this college must provide a description of the courses she studied in her college and fill out the form of the equation((Attachment).

Then it is presented to the department council and then submitted to the Deanship of Admission and Registration to be entered on a page Requesting.

# Libraries Committee and Its Procedures

## ❖ Library Committee Organization:

Head of the Library Committee

Committee members

Committee Secretary and Secretary the library

## ❖ Tasks of the Library Committee:

- List and announce recent books and references to the teaching staff.
- Follow up on the library's work and training on research in the electronic and central library members (female and male) sections.
- Review unit and section requirements, including books, references, and periodicals.

Policies And the systems that Must be observed in the library of the College of Medical Rehabilitation ( compatible with the regulations of the Deanship of Library Affairs):

The points below are completed by Secretary of the library

- Loan controls
- Controls of using computers and the Internet
- Holdings development controls
- Indexing controls
- Cross loan controls
- Reference service controls

## ❖ Library automated index search guide

- 1) Go to the Deanship of Library Affairs website and choose the \* Library Index \* tab
- 2) Type in the search box you want to search for
- 3) Search settings (Optional)

Choose from the list the college library you want to search in \*

Choose from the list the search type (title, subject, author ... etc) \*

Choose from the list the type of bowl you like You want it (Book, periodical, etc.) \*

### **New Registration**

- 1- Open the system
- 2\_ Enter the code for the college (cir6)
- 3\_ Personal PIN
- 4\_ Choose an icon (beneficiary registration)
- 5\_ Enter the university number (for the identity of the beneficiary)
- \* Appearance of the box (Attribute Name: Student or Member of the College of Medical Rehabilitation, choosing the dependent college)
- 6\_ Choose OK
- 7\_ The student data page appears (last name, student name, father's name)
- 8\_ data libraries selection (College of Medical Rehabilitation)
- 9\_ Choose postal addresses
- 10\_ write the mobile number of the beneficiary
- 11\_ Click to register patron at the bottom of the page, then close

### **Loan**

- Show the university card
  - The student goes to search for the book to be borrowed
- Bring the book to the employee
- Open the system
  - Enter the university number by clicking on the checkout icon (Enter)
  - Enter the number (barcode)
  - Press the (Enter) key
  - The possibility of loaning the book appears or not loaned
  - In the event that the book is not reproached, bring the second copy
  - Checked out
- Informing the student of the loan period, which varies between the student loan and the staff member

**Return:**

- Bring the book and hand it over to the employee
- Choose a return icon
- write the number (barcode)
- Press the (ENTER) key, then close
- The return process has been completed

**Renewal of material:**

\* The student can renew the subject by attending the library without having to bring the book

- Choose the icon (Beneficiary offer: by university number) or (Renewal of material: barcode number)

- All books loaned to a student appear

- Choose the book to be renewed

Renewal of material

- Close

**Payment of financial claims:**

- Choose an icon (Pay financial claims)

- Enter (Beneficiary ID)

- The emergence of books + financial fine

- Receive the amount from the student or the member

- Insert it into the box (pay claims)

- Press the (ENTER) or (Enter) key

**Beneficiary Offer Icon:**

- Enter the beneficiary ID

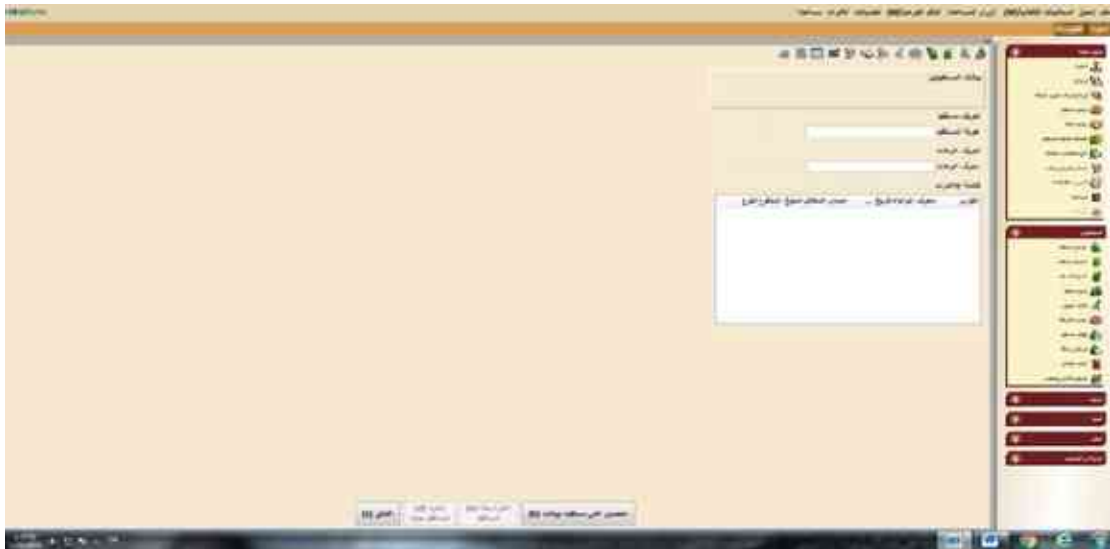
- Appearance (loans, financial claims, historical fee file, mobile number)

**Beneficiary Data Change:**

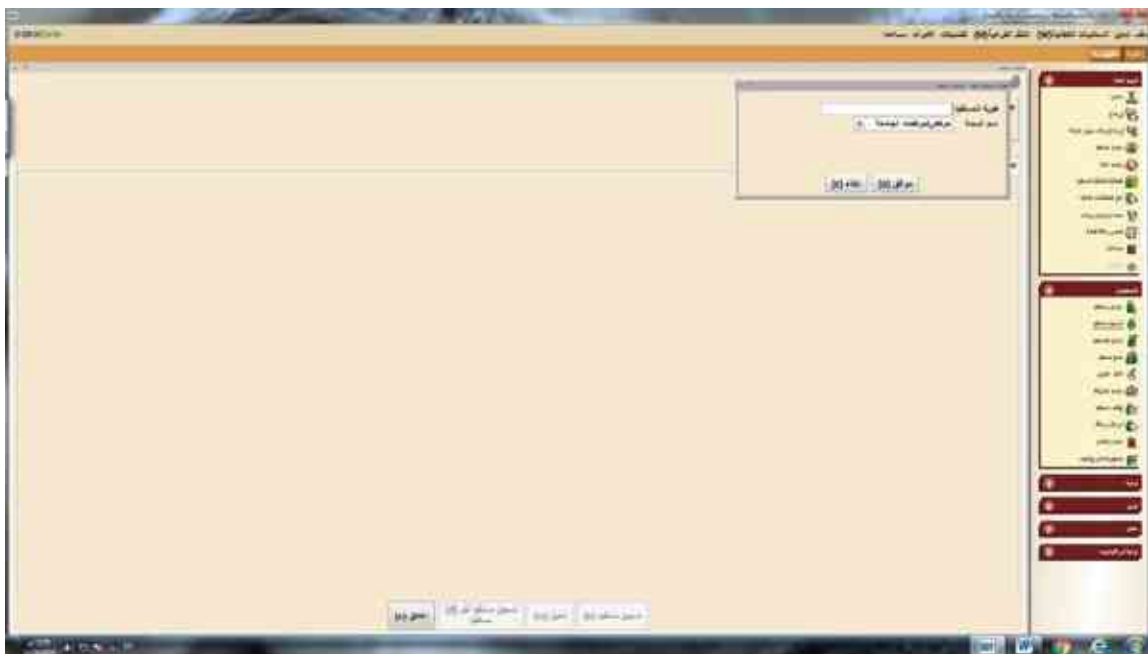
- Choose an icon (Beneficiary ID)

- Choose the (ENTER) or (Enter) key

- The appearance of data
- Modify it
- The student's ID or identification appears from (Privileges Box)



### Loan description



### New registration



## Return



## Regeneration of a substance







## Modification of beneficiary data

# Employees Affairs

## Procedures Manual of Employee:

### The procedures of the female staff office are as follows

- ✓ First: the presence and departure of female employees
- ✓ Second: Calculating the minutes and hours of delay
- ✓ Third: Promotions
- ✓ Fourth: The directives
- ✓ Fifth: A decision Commissioning inside and outside the college
- ✓ Sixth: Vacations
- ✓ Seventh: Permission
- ✓ Eighth: Presenting the Institute of Public Administration

### First: the presence and departure of female employees

The employee's attendance and departure is calculated daily for a period of 6 hours, by signing in the attendance and leave form

- Female employee attendance and departure form

Kingdom of Saudi Arabia  
Ministry of education  
Qassim University  
College of Medical Rehabilitation

المملكة العربية السعودية  
وزارة التعليم  
جامعة القصيم  
كلية التأهيل الطبي ببريدة

كشف الحضور والانصراف اليومي

اليوم ..... الموافق ..... / ..... / 1440 هـ

| م  | الاسم | الموقع | المدة | الاسم الفعلية | الحضور |   | الانصراف |   | التوقيع |
|----|-------|--------|-------|---------------|--------|---|----------|---|---------|
|    |       |        |       |               | د      | س | د        | س |         |
| ١  |       |        |       |               |        |   |          |   |         |
| ٢  |       |        |       |               |        |   |          |   |         |
| ٣  |       |        |       |               |        |   |          |   |         |
| ٤  |       |        |       |               |        |   |          |   |         |
| ٥  |       |        |       |               |        |   |          |   |         |
| ٦  |       |        |       |               |        |   |          |   |         |
| ٧  |       |        |       |               |        |   |          |   |         |
| ٨  |       |        |       |               |        |   |          |   |         |
| ٩  |       |        |       |               |        |   |          |   |         |
| ١٠ |       |        |       |               |        |   |          |   |         |
| ١١ |       |        |       |               |        |   |          |   |         |
| ١٢ |       |        |       |               |        |   |          |   |         |
| ١٣ |       |        |       |               |        |   |          |   |         |
| ١٤ |       |        |       |               |        |   |          |   |         |
| ١٥ |       |        |       |               |        |   |          |   |         |
| ١٦ |       |        |       |               |        |   |          |   |         |
| ١٧ |       |        |       |               |        |   |          |   |         |
| ١٨ |       |        |       |               |        |   |          |   |         |
| ١٩ |       |        |       |               |        |   |          |   |         |
| ٢٠ |       |        |       |               |        |   |          |   |         |
| ٢١ |       |        |       |               |        |   |          |   |         |
| ٢٢ |       |        |       |               |        |   |          |   |         |
| ٢٣ |       |        |       |               |        |   |          |   |         |
| ٢٤ |       |        |       |               |        |   |          |   |         |
| ٢٥ |       |        |       |               |        |   |          |   |         |
| ٢٦ |       |        |       |               |        |   |          |   |         |
| ٢٧ |       |        |       |               |        |   |          |   |         |
| ٢٨ |       |        |       |               |        |   |          |   |         |
| ٢٩ |       |        |       |               |        |   |          |   |         |
| ٣٠ |       |        |       |               |        |   |          |   |         |
| ٣١ |       |        |       |               |        |   |          |   |         |

الاجازات:  
(١) استشارية - (٢) عادية - (٣) مرضية - (٤) استثنائية - (٥) وظيفي - (٦) رعاية طفل - (٧) دورة - (٨) امتحان - (٩) مراقبة  
(١٠) امتحان - (١١) كتاب - (١٢) إشراف بالمستشفى - (١٣) أخرى

مكتب شؤون الموظفين

### Second: Calculating the minutes and hours of delay

Minutes and hours of delay for the employee are calculated on a daily basis and at the end of the month the delay for the whole month is calculated so that the number of hours of delay does not exceed 6 hours, in the event that the employee reaches a delay of 4 hours per month, the employee is warned by the private university email, and in the event of the number of hours of delay 6 hours is The day was decided by raising a letter through the completion system to the Deanship of Faculty and Staff Affairs.

### Third : Upgrades

- When the employee gets an upgrade, the employee must start her work the promoted position at her headquarters in practice, and the upgrade does not take place as the effective date of the actual commencement, except in several cases, the upgrade takes place from the date of the promotion decision.
- Required Documents:
- The employee's party has been evacuated from her previous location.
- Upgrade decision
- Upgrade decision form

[illegible]

#### **Fourth: The directives**

When an employee gets a promotion, or when she ends her maternity leave or exceptional leave, or when her assignment ends, a letter is submitted to the Deanship of Faculty and Staff Affairs through a completion system on the date of the employee's initiation.

#### **Fifth: Decisions Commissioning inside and outside the college**

If the female employee desires to be commissioned inside or outside the college, it is done through the university's website

##### **Action Steps:**

- 1- Entering the employee's personal account through the university's website.
- 2- Choose self-services and then choose to request assignment.
- 3- Choosing an internal assignment, then after completing the procedures, it will be approved by the authority (dean of the college)



#### **Sixth: Vacations**

The employee has the right to request maternity leave (emergency - exceptional - maternity) by submitting an application to his immediate boss after the approval of a female president. The request is referred to the Personnel Affairs Officer, who in turn raises the request to the Deanship of Human Resources through an implementation system.

### Emergency leave

The leave period is five emergency days, starting with the beginning of the calendar year and ending with the end of the calendar year with a full salary.

#### Required Documents:

Fill out the emergency leave form

#### Action Steps:

- 1- The employee fills out an emergency leave form and then submits it to the department head
- 2- After the approval of the department head, he will submit it to the authority (dean of the college)
- 3- After the approval of the Dean of the College, the employee is entitled to the emergency leave

- **Emergency leave form**

### Regular vacation(Annual)

The employee's summer vacation is considered the annual leave and the employee has the right to enjoy 36 days after completing the regular vacation form at the end of the second semester, and the Deanship of Human Resources determines the return of the employees.

## Required Documents

Fill the regular vacation form

**\*Action Steps:**

- 1- The employee fills in a regular leave form and then submits it to the department head
- 2- After the signature of the department head, he is presented to the authority (Dean of the College)
- 3- After signing the dean of the college, the employee is entitled to the regular leave.

## Emergency leave form

الرقم  
التاريخ: ١٤٣٠ هـ / /  
الموافق: ١٠ / / ١٤٣٠ هـ



جامعة القادween

نموذج شهادة عادية / استثنائية

مؤلف

مستند

معلم

معاين

الجامعة: جامعة القادween  
 التخصص: علوم سياسية  
 القسم: العلوم السياسية

الكلية: العلوم السياسية  
 جامعة القادween  
 إدارة شؤون هيئة التدريس والموظفين  
 لشعبة المعاملات والمعاملات

**نوعا : المطلب لتقديم من طالب الاجازة :-**

الاسم الرباعي: .....  
 رقم الترخيص في الاجازة: .....  
 وسجلون عناوين الناد الاجازة هو: .....

الوطنية: .....  
 الفريدة: .....  
 تاريخ: ١٤٣٠ هـ / /

---

**ثانيا : موظفة الرئيس الناظر :-**

الاسم: .....  
 الوظيفة: .....  
 التاريخ: ١٤٣٠ هـ / /

الوطنية: .....  
 الفريدة: .....  
 التاريخ: ١٤٣٠ هـ / /

---

**ثالثا : موظفة صاحب الصلاحية :-**

الاسم: .....  
 الوظيفة: .....  
 التاريخ: ١٤٣٠ هـ / /

الوطنية: .....  
 الفريدة: .....  
 التاريخ: ١٤٣٠ هـ / /

---

**رابعا : مسئول شؤون الموظفين :-**

الاسم: .....  
 الوظيفة: .....  
 التاريخ: ١٤٣٠ هـ / /

الوطنية: .....  
 الفريدة: .....  
 التاريخ: ١٤٣٠ هـ / /

---

**خامسا : القرار :-**

الاسم: .....  
 الوظيفة: .....  
 التاريخ: ١٤٣٠ هـ / /

الوطنية: .....  
 الفريدة: .....  
 التاريخ: ١٤٣٠ هـ / /

---

١ - تاريخ الموضح اسمه اعلاه اجازة  
 من الفترة المستحقة من ١٤٣٠ هـ إلى ١٤٣٠ هـ  
 ٢ - تاريخ هذا القرار لشعبة الرواتب والبدلات لإصداره

١ - يومه اعتبارا من ١٤٣٠ هـ / /  
 ٢ - تاريخه من ١٤٣٠ هـ / /

مدير شؤون الموظفين  
**محمد بن صالح العوض**

مدير المعاملات العام  
 مديرة الشؤون هيئة التدريس والموظفين : لشعبة المعاملات والمعاملات  
 مديرة لشعبة الرواتب والبدلات : ١٤٣٠ هـ / /  
 مديرة : ١٤٣٠ هـ / /

**Exceptional leave:**

It is permissible by a decision of the person with authority (the dean of the college) to grant the employee and those of similar rank for reasonable reasons an exceptional vacation of no more than six months and within three years without salary.



### **\*Action Steps:**

- 1- The employee writes an exceptional leave request explaining the reason for the leave, then submits it to the department head for approval and signature.
  - 2- After the signature of the department head, he is presented to the authority (dean of the college).
  - 3- After signing the dean of the college, the application is submitted with a covered letter to the Deanship of Human Resources.
- After that, the employee has the right to enjoy the exceptional vacation.

### **Seventh: Permission**

The employee has the right to ask permission once a month, as of 10:30 a.m., and the employee's permission does not exceed five permits per day, except for hospital appointments.

### **\*Action Steps:**

- 1- The employee informs the official in the Personnel Affairs Office if the permission is monthly or an appointment in the first working hours
- 2- In the event of the morning permission, the notification shall be notified the day before.

| نموذج / استمارة   |  |
|---|--|
| أسماء الموظفين /  |  |
| التاريخ / /   |  |
| الوقت /   |  |
| الاحتياط = <input type="checkbox"/> العصري <input type="checkbox"/> عود |  |
| عن الحالة / إلى   |  |
| توقيع الموظف /  |  |
| مديرية الاحتياط /   |  |
| توقيع الموظف الممنول /  |  |

### **Eighth: Presenting the Institute of Public Administration**

Eighth: Presenting the Institute of Public Administration.

The employee has the right to apply to the Institute of Management's nominations three times a year by requesting the female employee of the Office of Staff Affairs to nominate

it through the website of the Institute of Public Administration, after which the responsible employee will be through a special account for the employee.

**\*Action Steps:**

1- The female employee affairs office employee informs the female employees about the start of applying for the training program nominations at the Institute of Public Administration.

2- After that, the employee logs on to the electronic portal to view the candidate programs.

3- After selecting the programs for which the candidate is nominated, the entry will be through the female employee's affairs office.

بوابة المتدربين الإلكترونية  
معهد الإدارة العامة

الدخول للبوابة

\* رقم السجل المدني :  
\* كلمة السر :  
[ ]  
دخول

\* تسجيل أول مرة  
\* نسيت كلمة المرور

لخدم هذه البوابة متدربي معهد الإدارة العامة  
الذين تم ترشيحهم سابقاً من قبل إدارتهم  
على إحدى دورات المعهد للتدريب والتي  
يمكن المتدرب من استخدام البوابة. فيجب ما  
يلي:  
\* أن يكون بهائاته مدخله في سجلات معهد  
الإدارة من قبل دقته معاه  
\* أن يكون قد تم ترشيحه على أحد برامج  
المعهد من قبل دقته معاه  
\* أن يكون رقم السجل المدني وإحدى المعايير  
معياري كما لهما في البطاقة الشخصية  
\* في حالة استخدام البوابة لأول مرة يجب إكمال  
نموذج جديد  
ملف التسجيل أو إكمال من النموذج القديم  
تحت  
نموذج الدعم الفني

# Contracting with Faculty Staff Members

## **Procedures guide for contracted faculty members**

### **1 / New faculty member:**

#### **\* Required Documents:**

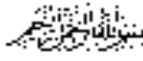
- 1- A closed and sealed envelope of the attachment, containing (the original for each of the (bachelor's, master's and doctoral degrees) with a stamp of authentication + original certified certificate of experience + medical examination)
- 2- Three personal photos.
- 3- The original passport.

#### **\*Action Steps:**

- 1- Receive the envelope from the faculty member and take pictures of its contents, making sure to clearly stamp the pictures.
- 2- Photocopying the passport
- 3- Making a direct letter to the Deanship of Human Resources from the date of the entry stamp shown on the passport.
- 4- Giving the faculty member a new contracted medical examination form and directing it to the Passports Department at the university to stamp the form and then take it to university clinics.
- 5- After completing the analysis, a message is sent to the contractor's mobile, then the fee is paid 500 riyals for each adult individual through the ATM ("issuance of residence fees"), then he goes to the passports with his personal photos and extracts the residence.
- 6- After obtaining the residence permit, the contractor goes to the bank after obtaining a letter of identification from the college to open a bank account.
- 7- Registration on the university's website - faculty and staff affairs (new recruitment) to obtain the number.
- 8- Fill out the contracting forms and pledges for a new contractor
- 9- Sending the above to the Deanship of Human Resources in a closed envelope.
- 10 - The employment contract is sent for signature by the faculty member.

# Opening a file for the contractor, placing copies of all the above and all that pertains to it for the companions, and receiving the certificates of assets along with the original certificate of experience for the faculty member.

- Forms Attachment

  
**الجمهورية العربية السورية**  
**وزارة التعليم العالي**  
**جامعة القصيم**  
 إدارة شؤون خيمة التأسيس والموظفين  
 شعبة التوظيف

الرقم: \_\_\_\_\_ التاريخ: \_\_\_\_\_  
 المرفقات: \_\_\_\_\_ التوضيح: \_\_\_\_\_

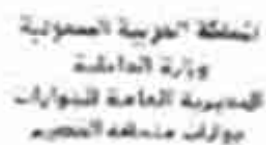
### تعهد PLEDGE

أنا المتعاقد / \_\_\_\_\_  
 بأن لا أطلب الجامعة بتذاكر سفر لأسرتي في حالة عدم إقامتهم معي بالملكة  
 أكثر من (٦) أشهر حسب تعليمات الجامعة .  
 وعلى هذه تم التوقيع .

التاريخ: \_\_\_\_\_  
 التوقيع: \_\_\_\_\_

By signing this plodge, I acknowledge that I am not eligible to  
 request the free airline tickets for my family members unless they  
 have stayed in the Kingdom for more than six months (within the  
 contract period), in accordance with the rules of the University.

Date : \_\_\_\_\_  
 Signature : \_\_\_\_\_



تقرير مسمى الأعمال الواجدة للحصول على إقامة

المعالم السياحية

المستخلص

أحلام تطويعكم من هذه التبة وإمرأته  
 ودارها تطويعكم من هذه التبة وإمرأته

|                   |       |                             |       |
|-------------------|-------|-----------------------------|-------|
| الاسم Name        | ..... | رقم الهاتف Phone No.        | ..... |
| المهنة Profession | ..... | تاريخ الميلاد Date of Birth | ..... |
| العنوان Address   | ..... | نوع العمل Type of Work      | ..... |
| الهاتف Telephone  | ..... | ملاحظات Remarks             | ..... |

مدرسہ اسلامیہ دارالعلوم دیوبند

وَقُلُوا شَهِيدًا

رقم الحضور: ١ -

Figure 2. *Continued*

[illegible]

**For More Information Contact Us Today**

☐ لا امل مديداً آخر من اجل كذا وكذا (7) ☐ غير واثق تماماً بخارطة العمل المذكورة لـ (PPT)

مدير المستشفى / الدكتور

السلامة العامة

المستوى المطلوب : الأمام  
المستوى المطلوب : الخلف  
المستوى المطلوب : الخلف




وزارة الصحة  
 وزارة التعليم

جامعة القصيم  
 كلية الطب  
 قسم التمريض

رقم: .....  
 التاريخ: .....

**تعهد**

Name: .....  
 Department: .....  
 Position: .....

أقدم بأن لا أقوم بإخراج ولا أوراق الرسمية ولا أية ختم أو مكنة من الجامعة لأغراض أخرى غير تلك التي أنا مسؤول عنها، وأني سأحافظ على هذه الأوراق في مكانها وأني سأحضرها عند الحاجة إليها. وأني سأحضرها عند الحاجة إليها. وأني سأحضرها عند الحاجة إليها.

التاريخ: .....  
 التوقيع: .....

If returning this pledge, I acknowledge that I am not permitted to take any official documents, or copies of them, outside my borders of the office of the University, otherwise, my contract will be subject to termination and I will not receive any allowances or awards.

Date: .....  
 Signature: .....

تم إعداد هذا النموذج من قبل: .....  
 تم مراجعته من قبل: .....  
 تم إقراره من قبل: .....

جامعة القصيم

جامعة القصيم

جامعة القصيم

جامعة القصيم

| رقم | البيانات               |
|-----|------------------------|
| ١   | اسم المتقدم            |
| ٢   | اللقب                  |
| ٣   | الدرجة العلمية         |
| ٤   | المستشفى الذي يعمل فيه |
| ٥   | عدد سنوات الخبرة       |
| ٦   | إقامة المتقدم          |
| ٧   | محل السكن              |
| ٨   | محل العمل              |
| ٩   | محل السكن              |
| ١٠  | محل السكن              |
| ١١  | محل السكن              |
| ١٢  | مجموع النقاط           |

جامعة القصيم

جامعة القصيم

جامعة القصيم

جامعة القصيم

جامعة القصيم

جامعة القصيم

جامعة القصيم





## 2 / Travel tickets allowance:

In the event that the contracted faculty member does not receive travel tickets from the attaché, he purchases tickets and brings a stamped bill from the Aviation Office to be compensated for the amount.

### **\* Required Documents:**

- 1- The original tickets are stamped and detailed.
- 2- A copy of the residence
- 3- Travel ticket compensation form

### **\* Action Steps**

The required documents must be attached by completion and a cover letter written and transferred to the Deanship of Human Resources.

### **\*Forms attached**

بسم الله الرحمن الرحيم

الهيئة العامة للتعليم العالي  
وزارة التعليم العالي  
جامعة القصيم  
إدارة شؤون هيئة التدريس والموظفين  
شعبة أعضاء هيئة التدريس

**استمارة معلومات طلب تعويض تذاكر السفر عن القيد لأول مرة**

**للمتقاعدين**

عن العام / هـ الموافق / م

|                        |          |          |         |
|------------------------|----------|----------|---------|
| الاسم:                 | الجنسية: | الوظيفة: | الدرجة: |
| ملاحظات:               |          |          |         |
| تاريخ السفر في الذهاب: |          |          |         |
| تاريخ السفر في العودة: |          |          |         |

(أ) المرادفون (المقيدون) الذين يستحقون تذاكر على حساب الجامعة (التي هي المرة)

| م | الاسم | محل الإقامة | تاريخ الميلاد | ملاحظات |
|---|-------|-------------|---------------|---------|
| ١ |       |             |               |         |
| ٢ |       |             |               |         |
| ٣ |       |             |               |         |
| ٤ |       |             |               |         |
| ٥ |       |             |               |         |

(ب) أسباب طلب التعويض لمن كان على لائحة توظيفه غير السعوديين في الجامعة :

١ - عدم توفر تذاكر من الملاحق الثقافي ☐

٢ - السفر عن طريق البحر ☐

٣ - السفر عن طريق الجو ☐

**تعليمات وإقرار ومصادقة على المعلومات**

١ - ملأ هذه الاستمارة بدقة من واقع جوازات السفر.

٢ - يكون مصف جهة المصادقة مسؤولاً مسؤولية كاملة عن مدى وجود عائلة للمتقاعد. اتفاقية بين إقامته دائمة من واقع جوازات السفر.

٣ - تحظر لجنة هذه الاستمارة وتوقعها بمثابة تعهد بصحة المعلومات المدونة ولا تباينها بأي شكل من الأشكال.

| المتقاعد                       | جهة العمل (الكلية)             | مصادقة مكتب جوازات الجهة       |
|--------------------------------|--------------------------------|--------------------------------|
| الاسم:<br>التاريخ:<br>التوقيع: | الاسم:<br>التاريخ:<br>التوقيع: | الاسم:<br>التاريخ:<br>التوقيع: |

### **3 / Family Visit:**

In the event that the contractor wishes to host one of his relatives, he will make a family visit request through the electronic visa services platform on the Ministry of Foreign Affairs website.

#### **\* Required Documents:**

- 1- A family visit application form printed from the electronic visa services platform.
- 2- A copy of the residence.

#### **\*Action Steps:**

The form is sent to the passport department at the university by ENJAZ.

---

### **4 / Renewal of residence:**

#### **\* Required Documents:**

- 1- Copy of residence permit
- 2- Definition of a printed salary from the member user on the university's website
- 3- Payment receipt

#### **\*Action Steps:**

The required documents are sent by completion to the passports section of the university, and after the completion of the renewal, a text message will reach the contractor's mobile

### **5/ Exit and Return Visa:**

In the event that a contracted faculty member wishes to travel outside the Kingdom, he must submit an individual exit and return visa application after paying the fees and start from the exit stamp with the passport.

#### **\* Required Documents:**

- 1- A copy of the residence
- 2- An exit and return visa application form
- 3- Warranty form

#### **\*Action Steps:**

**\*Forms attached**

[illegible][illegible]

Emergency leave:

52

**Action Steps:**

In the event that the contractor wishes to apply for an emergency leave, he must present it through a personal laser on the university's website, and he does not enjoy it except after the approval of the department head and the dean of the college.

---

**Regular leave (annual):**

- The contractor is entitled to a regular vacation for a period of (sixty days) that he enjoys during the end of the year vacation.

**Exceptional leave:**

- The contractor is entitled to an exceptional leave without pay for a period not exceeding one semester, due to conditions determined by the university.

**\*Action Steps:**

- 1- The contractor submits a written letter to the dean of the college.
- 2- After being informed and approved by the dean of the college, it will be submitted through the completion of a cover letter to the Deanship of Human Resources.
- 3- After receiving the approval of the university, the contractor can enjoy his exceptional leave, provided that it does not exceed a semester.

**Sick leave:**

A contractor who suffers from a disease that prevents him from performing his work temporarily is entitled to a one-month sick leave with a full salary and it may be extended for another two months at half the salary. The sick leave is not due if the illness or injury occurred while the contractor is abroad on leave.

**Maternity and kids leave:**

The contractor deserves - with full salary - a forty-five-day maternity leave, several death leaves for a Muslim contractor, and a month's leave for a non-Muslim in the event of the husband's death.

**\* Required documents for maternity leave:**

- 1- The birth certificate of the child.

2- Notification of birth.

3- Copy of residence permit.

**\* The documents required for the kit leave:**

1- Death certificate.

2- Copy of residence permit.

**\*Action Steps:**

A cover letter shall be submitted by completion to the Deanship of Human Resources, with the required documents attached, and an indication of the date of delivery or death in it.

**7 / Job Return (Due Date):**

- The job return form for the contractors is filled out after the annual leave and through a personal laser in the university's website.

**\* Forms attached:**

The form is titled "نموذج إقرار العودة من إجازة" (Model of Return from Leave Declaration). It includes the logos of Qassim University and the Ministry of Health. The form is divided into several sections for data entry:

- الاسم =** (Name): Includes fields for last name, first name, and middle name.
- الوظيفة =** (Job Title): Includes fields for job title and department.
- الجهة =** (Institution): Includes fields for institution name and address.
- التاريخ =** (Date): Includes fields for date of return and date of leave.
- الملاحظات =** (Remarks): A section for additional comments.

At the bottom, there is a section for the employee's signature and stamp, and a section for the supervisor's signature and stamp.



## **2/ Salaries and allowances:**

### **A- University education allowance:**

After the completion of the teaching quorum for a member of the teaching staff, a letter will be submitted by completion to the Deanship of Human Resources, to be raised once on the beginning of each academic year.

### **B- Scarcity allowance:**

#### **\*Action Steps:**

If the faculty member is entitled to a scarcity allowance, a schedule is prepared in which the faculty and the assisting staff are sorted by nationality and rank, and then attached with a cover letter stating the due date by completion to the Deanship of Human Resources.

### **C- Clinical allowance:**

If the faculty member works as a volunteer at a government hospital outside the official working hours, he will be entitled to a clinical allowance.

#### **\* Required Documents:**

A direct letter signed and stamped by the authority where he works as a volunteer.

#### **\*Action Steps:**

A cover letter shall be submitted to the Deanship of Human Resources, directly attached to the members of the teaching staff.

## **3 / Leaves:**

### **Forced leave for a Saudi faculty member:**

A faculty member (Professor - Associate Professor - Assistant Professor - Lecturer - Teaching Assistant) is entitled to five emergency days starting with the beginning of the calendar year and ending at the end of the calendar year with a full salary.

#### **\* Required Documents:**

1- Fill out an emergency leave form.



### \*Action Steps:

- 1- The faculty member fills out an emergency leave form and then submits it to the department head
- 2- After the approval of the department head, he will submit it to the authority (dean of the college)
- 3- After the approval of the dean of the college, the faculty member is entitled to the emergency leave.

### \* Forms attached:

الرقم: التاريخ: ١٤٣٠ / / الموافق: ٢٠ / /

جامعة القصيم  
إدارة شؤون هيئة التدريس والموظفين  
شعبة السجلات والملفات

نموذج اجازة عادية / اضطرارية

موظف مستخدم عامل متعاقد

التعليمات خلف النموذج  
للاطلاع عليها قبل إحالة  
الطلب إلى شؤون الموظفين

أولاً ، الطلب المقدم من طاقب الاجازة ..

الاسم الرباعي: ..... الوظيفة: ..... المرتبة: ..... رقمها: (.....)  
أرقب الترخيص لي باجازة: ..... لمدة (.....) اعتباراً من ١٤٣٠ / / هـ  
وسيكون عنواني أثناء الاجازة هو: .....  
التاريخ: ١٤٣٠ / / هـ التوقيع: .....

ثانياً ، موافقة الرئيس المباشر ..

لامانع لدينا من منحه الاجازة المطلوبة اذا مكثت مستحقة نظاماً ..  
الوظيفة: ..... الاسم: ..... التوقيع: .....  
التاريخ: ١٤٣٠ / / هـ

ثالثاً ، موافقة صاحب الصلاحية ..

الوظيفة: ..... الاسم: ..... التوقيع: .....

رابعاً ، يتدقيق شؤون الموظفين ..

الاجازة المطلوبة: ..... مستحقة نظاماً ..  
قسم السجلات: ..... الاسم: ..... التوقيع: .....

خامساً ، القرار ..

١ - يمنح التوضيح اسمه اعلاه اجازة ..... لمدة (.....) يوماً اعتباراً من ١٤٣٠ / / هـ  
عن الفترة المستحقة من ١٤٣٠ / / هـ إلى ١٤٣٠ / / هـ وتصرف مخصصاتها مقدماً ..  
٢ - يبلغ هذا القرار لشعبة الرواتب والبدلات لإنفاذه ..

مدير شؤون الموظفين  
محمد بن صالح العوض

صورة للمكتب العام ..  
صورة لشؤون هيئة التدريس والموظفين / للملفات ملف رقم (.....)  
صورة لشعبة الرواتب والبدلات للاحطة والسكر ..  
صورة لـ ..... للإفادة عن مباشرة العمل ..

### **Exceptional leave:**

- It is permissible by a decision of the university president to grant a member of the teaching staff and those similarly for reasonable reasons an exceptional vacation of no more than six months and within three years without salary.

\* Unless a text is mentioned regarding the faculty members and the like, licenses are granted and otherwise according to the provisions of the civil service system and its executive regulations.

### **4 / Promotions:**

#### **Promotion from Teaching Assistant to Lecturer:**

The promotion is not promoted to a lecturer degree unless after enrolling in and accepting a PhD program

\* Required Documents:

1- Approval of the Department Council

2- Approval of the College Council

#### **\*Action Steps:**

A cover letter is submitted by completion with the approvals attached to the Deanship of Human Resources. After approval, the promotion decision is sent to the college and the faculty member is notified accordingly.

#### **Promotions from lecturer to assistant professor:**

After the lecturer or lecturer gets a PhD, a cover letter is submitted by completion with the approvals attached to the Deanship of Human Resources, and after approval the decision to upgrade is sent to the college and the faculty member is notified accordingly.

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### **5 / Participation in conferences and seminars:**

- A faculty member and the like may attend conferences and seminars inside or outside the Kingdom

After that, the Ministry of Higher Education is provided with the name of the candidate with a sufficient time of no less than a month and a half, especially for international and regional conferences, seminars and meetings held at the country level.

### \* Required Documents:

1- Fill out the application form for participation.

2- The approval of the Department Council

3- Approval of the College Council

### \*Action Steps:

The transaction is raised by completion with the approvals attached to the Deanship of Human Resources, after approval it is sent to the college and the faculty member is notified accordingly.

### \* Forms attached:

Form 1: Application form for participation in conferences, seminars, and meetings. The form includes a header with the Ministry of Higher Education logo and a table for personal and academic information. Below the table are sections for the candidate's statement and the department council's approval.

Form 2: Application form for participation in conferences, seminars, and meetings. The form includes a header with the Ministry of Higher Education logo and a table for personal and academic information. Below the table are sections for the candidate's statement and the department council's approval.

Form 3: Application form for participation in conferences, seminars, and meetings. The form includes a header with the Ministry of Higher Education logo and a table for personal and academic information. Below the table are sections for the candidate's statement and the department council's approval.

## The maintenance mechanism of the Information Technology Unit:

1 / Uploading a report through the maintenance system [www.qu.aait.com.sa/qu/](http://www.qu.aait.com.sa/qu/) After receiving the notification, work will be done to solve the problem.

2 / Telephone contact with the beneficiary is conducted, guided and educated on how to deal with the problem. In case he is unable to solve his problem, the technical support member will solve it himself.

3 / The problems of the projectors:

The problem is previewed and solved at the same time. In the event that the problem is with the lens or cable, the maintenance system for the Information Technology Deanship is raised to send a technician to maintain the device.

4 / Computer hardware problems in offices:

Most of the problems in computers are configuring the system, installing operating systems, installing programs, installing definitions, and cleaning the device from abbreviations and omissions to raise the efficiency of the device and increase its speed in addition to a periodic check that is done on a monthly basis to ensure the safety of the device and the protection program worked well.

5 / New devices: The most recent systems, programs and tariffs are installed in them, then they are handed over to custody to be delivered to the beneficiary.

6 / Return devices: The device is inspected and made sure that it is impossible to solve the problem, and then the problem is written on a paper affixed to the device and handed over to custody.

7 / As for the installation of devices: The beneficiary must install his own device, except in the event that the beneficiary does not master the installation, then he is assisted and guided by how to install to rely on himself later.

## The Security Unit

**A statement of the security system and arrangements to ensure the personal safety of faculty, staff, and students.**

### **1/ The internal work system for security guards.**

- ~ Security number 3 female guards, which is divided into working hours in the morning and shift in the afternoon / shift in the morning starting at 6:30 - sitting at the female students gate until the departure time at twelve o'clock in the afternoon, it works to monitor female students during entry and exit, and to monitor the entry of any objects from the prohibitions to the college ( Something suspicious and forbidden by law) As well as following the system of calm and not to disturb the college and shifting at noon from 8:30 until the last student in the college
- ~ Monitor female students on campus and monitor and regulate entry to halls, laboratories, and outside halls.
- ~ The external security is divided alternately on two gates / female employees gate and they work in the morning and evening periods, coordination between them and the women's internal security when any visitors from outside the college or in the presence of important papers or other jealousy are notified to them and coordination with that, as well as in the case of members Or meetings in the external halls, they will be notified of this for information, and upon the completion of work for the shift and the absence of any female students, employees or members, the guardian will be notified of the vacancy of the college.
- ~ Female Students' Gate: In the event that the college is free of female students, it is notified by the duty guard at the vacancy of the college and the completion of work and the closing of the gate (female students section)
- ~ In the event that a visitor or an unaffiliated member enters an ad hoc entity from any government department, his data is registered with the Security Office, taking care to know the purpose of entering the college and the person required to meet him, and in the event that he does not have any work in the college, he is directed and prevented from

entering the college in order to avoid an occurrence Any internal problems and concern for public safety for everyone.

- ~ For the information that a memo was issued that allows the camera's mobile phone to enter the university with controls that are not filming inside the university or filming inside the classrooms or using it for an abusive purpose, and when viewing the student violating the conditional systems it is confiscated by the security and the university administration.
- ~ In the event of any missing students belonging to the student, they will be handed over to the Security Office or the female guards, and then reported, and placed in the safe until the question is requested, or referred to the center at the Qassim University.

## **2 / The system of working with keys and classrooms**

**⌘ Keys for classrooms, laboratories and offices:** The security office has one copy for every office or hall or laboratory and security is not responsible for opening or closing any of them except in cases of necessity i.e. after the approval of the department or office official and permission is taken from him, and the owner of the office is Responsible for the contents of the office from devices and others, the security is not responsible for any losses that occur because it was delivered by a signature from them for custody, (whether it is one office or a number of offices in the same place) Then inform the security supervisor of that, and the supervisor informs the responsible office or administration of not closing them to the office.

- ~ In the event that one of the college employees forgot the key to the office, the owner of the office will ask for the key from the security, so it will be opened for her.

**⌘ The Master key** in the custody of the security, with the permission of the Director of Administrative Affairs, and he does not hand over or use it to open any office or door except after a statement from the Director of Administrative Affairs and sign the form (No. 4) of his receipt and specify the period of its use and return it to us at the end of the work or the next day with the signing of a covenant The receipt.

- ~ In case of requesting entry of companies to work inside the college, they are authorized by the Administrative Affairs Office after filling out the form (No. 5) for entry of companies

and individuals, writing the authorization from the owner of the application, then signing from the security and sending a copy to the alternate external security guard.

- ~ The keys are handed over to the members and employees for the first time and then signing the form (No. 6) for receiving the key for the first time, and the security is not responsible for opening or closing them except in the case of necessity, and in case of any missing items, the administration office responsible for the members is notified, and the member reports the missing personally To the administration office.
- Template 7 / for maintenance work, where the keys are handed over to the maintenance official after signing the form and then receiving it from the maintenance official after the completion of the required work.

## The Warehouse Unit

Covenant procedures for faculty and staff

1 / Entering the main page of the Qassim University

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

2/ Selecting (faculty / staff members) then selecting the employee record





### 3 / Sign in the system



### 4 / Inquiry about the personal covenant (to know the covenant recorded on the employee)

استعلام العهد الشخصي

| وصف الوحدة | الكمية | اسم المادة           | رمز المادة | التسلسل |
|------------|--------|----------------------|------------|---------|
| جهاز       | 1      | فاكس ليزر            | 001004001  | 1       |
| حبه        | 1      | دياسة عادية كبيرة    | 010002002  | 2       |
| مكتب       | 1      | مكتب خشب مقاس 120 سم | 002001004  | 3       |
| جهاز       | 2      | بروجكتور             | 001007001  | 4       |
| حبه        | 2      | آلة حاسبة عادية      | 010001002  | 5       |
| كرسي       | 1      | كرسي دوار ظهر عالي   | 002002007  | 6       |
| كرسي       | 81     | كرسي طلاب            | 002002003  | 7       |
| جهاز       | 1      | جهاز كمبيوتر مكتبي   | 001001001  | 8       |
| كرسي       | 1      | كرسي دوار مكتبي      | 002002001  | 9       |
| مكتب       | 2      | مكتب خشب مقاس 140 سم | 002001003  | 10      |
| حبه        | 2      | آلة تمزيق ورق        | 010011002  | 11      |
| مكتب       | 1      | مكتب خشب مقاس 160 سم | 002001002  | 12      |
| حبه        | 9      | خارطة صغيرة          | 010003002  | 13      |
| حبه        | 14     | دياسة صغيرة          | 010002003  | 14      |

« « 1 » »

طباعة
رجوع

أكاديمي

اداري

البحوث

الرواتب

المناسبات الإدارية

المسيرات الفردية

التدريب

معلومات الموظفين

التقييم السنوي

التملح

الاستعلام عن الغياب

الاستعلام عن السلف المؤقتة والمستديرة

الاستعلام عن القروض والسلف

استعلام العهد الشخصي

الخدمات الذاتية

**5 / To perform the procedures of the Covenant (request to exchange materials - request to return materials - request to transfer custody - inquire about material requests)**

(Self-service) is selected for the menu to appear

Request to exchange materials

Request to return items

Request to transfer custody

Inquire about material requests

According to the required procedure

**First: for requests to exchange materials**

- Material exchange requests
- Search for articles
- Put the quantity and checkmark for the selected subject
- Click on the option to add the selected materials, then write a comment in the notes box.

The screenshot displays a library management system interface. The main area shows a table of materials with columns for item number, title, author, and status. A red circle highlights a button labeled 'إزالة عن الرفوف' (Remove from shelves). Another red circle highlights a button labeled 'إضافة الكتب المتأصلة' (Add related books). The sidebar on the right contains a list of navigation options, with a red circle highlighting the 'إدارة المواد' (Manage materials) option. Below the table, there are buttons for 'إضافة الكتاب' (Add book) and 'حفظ' (Save).

| الرقم     | وصف المادة    | الاسم | الرقم     | الوصف         | الحالة |
|-----------|---------------|-------|-----------|---------------|--------|
| 001001001 | كتاب: الطباعة | كتاب  | 001001001 | كتاب: الطباعة | كتاب   |
| 001001002 | كتاب: الطباعة | كتاب  | 001001002 | كتاب: الطباعة | كتاب   |
| 001001003 | كتاب: الطباعة | كتاب  | 001001003 | كتاب: الطباعة | كتاب   |
| 001001004 | كتاب: الطباعة | كتاب  | 001001004 | كتاب: الطباعة | كتاب   |
| 001001005 | كتاب: الطباعة | كتاب  | 001001005 | كتاب: الطباعة | كتاب   |
| 001001006 | كتاب: الطباعة | كتاب  | 001001006 | كتاب: الطباعة | كتاب   |
| 001001007 | كتاب: الطباعة | كتاب  | 001001007 | كتاب: الطباعة | كتاب   |
| 001001008 | كتاب: الطباعة | كتاب  | 001001008 | كتاب: الطباعة | كتاب   |
| 001001009 | كتاب: الطباعة | كتاب  | 001001009 | كتاب: الطباعة | كتاب   |
| 001001010 | كتاب: الطباعة | كتاب  | 001001010 | كتاب: الطباعة | كتاب   |
| 001001011 | كتاب: الطباعة | كتاب  | 001001011 | كتاب: الطباعة | كتاب   |
| 001001012 | كتاب: الطباعة | كتاب  | 001001012 | كتاب: الطباعة | كتاب   |
| 001001013 | كتاب: الطباعة | كتاب  | 001001013 | كتاب: الطباعة | كتاب   |
| 001001014 | كتاب: الطباعة | كتاب  | 001001014 | كتاب: الطباعة | كتاب   |
| 001001015 | كتاب: الطباعة | كتاب  | 001001015 | كتاب: الطباعة | كتاب   |
| 001001016 | كتاب: الطباعة | كتاب  | 001001016 | كتاب: الطباعة | كتاب   |
| 001001017 | كتاب: الطباعة | كتاب  | 001001017 | كتاب: الطباعة | كتاب   |
| 001001018 | كتاب: الطباعة | كتاب  | 001001018 | كتاب: الطباعة | كتاب   |
| 001001019 | كتاب: الطباعة | كتاب  | 001001019 | كتاب: الطباعة | كتاب   |
| 001001020 | كتاب: الطباعة | كتاب  | 001001020 | كتاب: الطباعة | كتاب   |

The application is approved by the college dean

## Second: Request to return materials

- Search for articles
- Selected items are added
- Write a note
- Save the request

The screenshot shows a web application for managing material requests. The interface includes a sidebar with a menu, a main content area with a table of materials, and a bottom section for request details. Red circles highlight specific buttons and fields:

- مواد من المخازن** (Materials from warehouses) - Button in the top right corner.
- إضافة المواد المتداولة** (Add circulating materials) - Button in the top left corner.
- مواد من المخازن** (Materials from warehouses) - Button in the bottom right corner.
- مواد من المخازن** (Materials from warehouses) - Button in the bottom left corner.
- مواد من المخازن** (Materials from warehouses) - Button in the bottom center.

The application is approved by the college dean

### Third: Request to transfer his custody

- Search for articles
  - Selecting the employee to whom custody is transferred by job number or by search by name
  - Choose the quantity
  - Add the selected materials
  - Save the request
  - Ending
- Contact the warehouse department to install the transfer request
  - The application is accepted after that by the employee transferred to the custody through entry (on the icon to inquire about material requests)
  - (Request when making custody of the employee)





#### Fourth: Inquiry about material requests

To follow up and confirm requests when transferring custody from employee to employee

Or cancel the request before baptizing it from the official

## To know the status of the request

- 1- Unproven (new unhandled request)
- 2- Certified (approved by the dean of the college)

رؤية VISION 2030

جامعة القصيم Qassim University

المجلس الدراسي الثاني 2040 ( الفصل الدراسي الثاني 2040 )

الاستخدام من ملفات المولد

لم يتم إنهاء الاجراء

تم قبول الطلب من عميدة الكلية

لم يتم تعميده من قبل عميدة الكلية

تمت معالجة الطلب من قبل غدارة المستودعات

**FINISHED**