



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية

King Saud bin Abdulaziz University for Health Sciences

Riyadh

Jeddah

Alahsa

# Faculty Handbook

2017







**KSAU-HS**  
KING SAUD BIN ABDULAZIZ  
UNIVERSITY FOR HEALTH SCIENCES

A University for the Nation's Health

# Faculty Handbook

2017



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# KSAU-HS President Message



H.E. Dr. Bandar Abdulmohsen Al Knawy

President, King Saud bin Abdulaziz University for Health Sciences

Dear Faculty,

It is my pleasure to present you with the Faculty Handbook on behalf of the King Saud bin Abdulaziz University for Health and Science. The purpose of this handbook is to increase the faculty's awareness of the University campus and its community and what they both offer. This has been done through the documentation of faculty's duties and responsibilities and the citation of their privileges and benefits individually, in committees, and in task forces.

It is my hope that you will embrace this handbook and allow it to guide your actions and practices as you carry out your honorable duties. I believe it will assist you in accomplishing your academic goals and outcomes by preparing our students to become productive citizens in their respective communities, which will then fulfil the University's academic mission and strategies.

My thanks go to the Development and Quality Management Affairs, represented by the Deanship of Development team who have dedicated valuable time and energy into preparing this handbook.

# KSAU-HS Vice President's Message



Prof. Mohamed Al. Mohamed Moamary

Vice President, Development and Quality Management Affairs

Development and Quality Management affairs (DQMA) is pleased to present the Faculty Handbook. This handbook is meant to be one of the tools of information with the University faculty where they can find detailed description of the University, its academic programs, related bylaws, and other important information. This handbook outlines the provisions that govern the relationship between faculty and University to deliver its mission. Such a document is not meant to be a one-time job; it rather prepared through a dynamic process to ensure it is updated continuously. It is also made available through the DQMA website (<http://dqm.ksau-hs.edu.sa/>) for easier access. The development of this booklet is led by the Deanship of Development in collaboration with different University vice-presidencies, colleges, deanships, and administrative departments. The involvement of all these parties in the development of this handbook reflect the role of faculty as one of the main stakeholders in the educational processes as their effort is a pre-requisite for any success stories in the University. Hence; the University leadership believe that faculty deserve all effort and support as part of its mission to deliver high quality health sciences education, health-related research, and community services that promote the health of society.

# Deanship of Development Message



Prof. Abdulmalik Al Katheri

Assistant Vice President, Development and Quality Management Affairs.

Dean, Deanship of Development

Dear Faculty,

The Deanship of Development, as a part of the Development and Quality Management Affairs is pleased to welcome all faculty at KSAU-HS professional health colleges and programs, and is proud to share with you this Faculty handbook. This publication is a compilation of approved policies and procedures that govern most aspects of your academic appointment and performance. Please utilize this handbook to guide your actions and practices as you see fit. It is our intention that this handbook will be updated annually to ensure its continuous accuracy and inclusion of all related topics pertaining to our academic mission and performance.



# Chapter 1:

## **King Saud bin Abdulaziz University for Health Science**

### **History**

KSAU-HS was announced by Custodian of the Two Holy Mosques, late King Abdullah bin Abdulaziz on 16 March 2005 (5th of Safar, 1426H). In 2004, the seed for the university was planted by merging three academic entities that were operating under the Ministry of National Guard-Health Affairs and was named King Abdulaziz Medical City-Riyadh Academy for Health Sciences. These academic entities were the Deanship of Postgraduate Studies (created 1985), the College of Nursing-Riyadh (created 2001) and the College of Medicine-Riyadh (created 2004). On the 13th of May 2008 (7 Jumada I, 1429H), the Custodian of the Two Holy Mosques, late King Abdullah bin Abdulaziz laid the corner stone for the current state-of-the-art three University Campuses in Riyadh, Jeddah, and Al-Ahsa. These campuses were inaugurated on 23 April 2013 (12 Jumada II, 1434H) and faculty and students moved to them on the start of the first semester of the academic year 2013/2014.

### **KSAU-HS Vision**

To achieve global leadership in health professions education with commitment to excellence in research, patient care, and community service.

### **KSAU-HS Mission**

To provide high quality health sciences education, health-related research, and community services that promote the health of society.

## KSAU-HS Core values

Having respect for societal values, the University leadership, faculty, staff, and students hold the following values:

- Ethical behavior: honesty, respect, fairness and compassion
- Teamwork: collaboration and cooperation
- Accountability: fulfilling duty
- Transparency: acting with clarity
- Excellence: commitment to quality, innovation and creativity

## KSAU-HS Strategic goals

1. Bring KSAU-HS national and international recognition by continuously enhancing academic programs that create highly competent healthcare professionals and engaged citizens.
2. Strengthen health sciences research and scholarly activities that are nationally relevant and internationally competitive.
3. Create and facilitate university-wide involvement in services that promote community health and engage in social responsibility.
4. Enhance the internal quality assurance system to ensure the sustainability of quality assurance processes and achieve the required accreditation in a timely manner.
5. Attract, recruit, and retain highly qualified faculty and other personnel, and provide opportunities for professional enhancement.
6. Consolidate the integrations of Medical Cities, the University, and the Research Center to reach the status of a unified health system.
7. Fortify the financial foundation of the university.
8. Foster administrative performance that facilitates timely decision-making and efficiency at all levels of the institution.
9. Enrich the quality of campus life and sense of community.

# Campuses/ Branches

## Riyadh:

The KSAU-HS Main campus in Riyadh is the largest of the three campuses, and has been designed to be one of the city's landmarks. In accordance with the directives of the Custodian of The Two Holy Mosques, late King Abdullah bin Abdulaziz, the design incorporated modern Islamic architecture to reflect the Saudi culture and heritage.

Covering an area of 2,236,102 m<sup>2</sup>, Riyadh Campus can accommodate 10,000 students and it includes: College of Medicine, College of Applied Medical Science, College of Pharmacy, College of Dentistry, College of Nursing, College of Public Health and Health Informatics, College of Science and Health Professions, Deanship of Postgraduate Studies, Deanship of Admission and Registration, Deanship of Student Affairs, Deanship of Quality Management, Deanship of Development, Deanship of Library Affairs, Administrative building, Conference Center, Clinical Skills Development Center, housing complex and recreational facilities.



## Jeddah:



The KSAU-HS Jeddah Campus lies inside King Abdulaziz Medical City and it occupies an area of 250,759 m<sup>2</sup>. With its U-shaped academic complex, the campus is an architectural beauty and is designed to suit the terrain and the surrounding environment. Jeddah campus has a capacity for 4000 students and it includes: College of Medicine, College of Applied Medical Science, College of Science and Health Professions, College of Nursing, Clinical Skills Development Centre, Deanship of Postgraduate Studies, Administration and Conference Centre, housing complex and recreational facilities.

## Al Ahsa:

Al Ahsa lies over an area of 642,000 m<sup>2</sup>. And campus can accommodate up to 3000 students. The campus has been designed to be coherent with the two campuses in Riyadh and Jeddah and includes: College of Applied Medical Science, College of Nursing, Deanship of Post Graduate Education, Administration and Conference Center.



## Chapter 2:

# Organization and Administration

## University President

The University President is responsible for providing overall leadership to the University to fulfill the vision and mission of the University. The President directs the operation of the University, including the management of the scientific, administrative and financial affairs. The President also oversees the implementation of the system, regulations, and decisions related to the Ministry of Education, University regulations and Bylaws, and ensure execution of the resolution of University Council. He represents the University before other bodies, and he may delegate some of his responsibilities and authorities. To execute these functions, the president is supported by 3 vice presidents and several departments.

## Educational Affairs

Vice-Presidency of Educational Affairs is committed to developing an innovative and creative learning environment in the University for both students and faculty. It also ensures the smooth running of the academic and administrative functions of the Colleges in the three campuses by providing directions and aiding in managing the processes through which teaching is delivered. Part of the mission of Educational Affairs is to ensure that the curricula appropriately reflect the mission and goals of the institution. Moreover, Educational Affairs plays a major role in supporting student engagement with the community through activities that is organized by the Deanship of Student Affairs. Through the Corporate Educational Technology Services, the Educational Affairs supports the delivery of curricula in the learning management system (Blackboard®) and guarantees efficient utilization of the Student Information Systems (SIS) and other information technology tools.

## Postgraduate Affairs Presidency

The mission of the Vice-Presidency of Postgraduate Education is to create and support the best possible learning and training environment and to continuously provide excellence in educational opportunities that will facilitate the acquisition of knowledge to enrich the experiences of healthcare professionals. The Vice Presidency governs and oversees the various postgraduate medical education programs, continuing education and scholarship activities throughout the three University Campuses and the Ministry of National Guard Health Affairs Hospitals. In this context, Postgraduate Education oversees the following services: the Health Promotion Center, the Canadian Medical Education for Directors and Specialists, the Health Sciences Library, Medical Education, the Scholarship Office, the Postgraduate Training Center, the Office of the Advanced Trauma Life Support Courses, the Symposia and Conferences Division, and Media Services. The Deanship of Postgraduate Education is the effective arm that delivers these services.

## Development and Quality Management Affairs Presidency

The Vice Presidency for Development and Quality Management Affairs (DQMA) manages planning, development and quality in the University. DQMA has two functioning arms which are the Deanship of Quality Management and the Deanship of Development. DQMA's mission is to be creative and innovative to achieve excellence and sustainable quality in health-sciences education. DQMA also leads the process of accreditation at the institute and program levels. DQMA expects that accreditation will assess the University to identify gaps in its processes and launch specific projects that will further enhance the academic environment and culture of quality to ultimately reach excellence and sustainable high quality. Another major task of DQMA Affairs is to revisit, reconstruct, and oversee the different components of the institutional strategic plan based on the current situation and facilities made available by moving to the new three campuses. DQMA welcomes any initiatives and suggestions that contribute to planning and development processes and further enhances business processes.

# Colleges, Programs and Degrees

## Riyadh Campus:

It hosts seven colleges that offer multiple programs:

### **College of Medicine**

- Bachelor of Medicine, Bachelor of Surgery (MBBS)
- Master of Medical Education (MME)

### **College of Applied Medical Sciences**

- Bachelor of Science in Reparatory Therapy (RT)
- Bachelor of Science in Emergency Medical Services (EMS)
- Bachelor of Clinical Laboratory Sciences (CLAB)
- Bachelor of Science in Occupational Therapy (OT)
- Bachelor of Science in Anesthesia Technology (ANEST)
- Bachelor of Science in Clinical Nutrition (CLNS)
- Bachelor of Radiological Sciences (RSP)
- Bachelor of Science in Speech Therapy (SPA)

### **College of Pharmacy**

- Doctor of Pharmacy (Pharm.D.)

### **College of Dentistry**

- Doctor of Dentistry (DMD)

### **College of Nursing**

- Bachelor of Science Nursing (BSN)
- Master of Nursing Midwifery (NURS)

## **College of Public Health and Health Informatics**

- Bachelor of Health Informatics systems (HIS)
- Master of Health Informatics (HI Master)
- Master of Public Health (MPH)
- Master of Public Health in Health System and Quality Management (HSQM)
- Master of Public Health in Epidemiology and Biostatistics (EPI,BIO)

## **College of Science and Health Professions**

- University Pre- Professional program (UPPP)

## **Jeddah Campus:**

It hosts four colleges that offer multiple programs:

### **College of Medicine**

- Bachelor of Medicine, Bachelor of Surgery (MBBS)

### **College of Applied Medical Sciences**

- Bachelor of Science in Reparatory Therapy (RT)
- Bachelor of Science in Emergency Medical Services (EMS)
- Bachelor of Clinical Laboratory Sciences (CLAB)
- Bachelor of Science in Clinical Nutrition (CLNS)
- Bachelor of Radiological Sciences (RSP)

### **College of Nursing**

- Bachelor of Science Nursing (BSN)

## Al Ahsa Campus:

It hosts two colleges that offer multiple programs:

Programs and Degrees offered in Al-Ahsa Campus

### **College of Applied Medical Sciences**

- Bachelor of Science in Reparatory Therapy (RT)
- Bachelor of Science in Emergency Medical Services (EMS)
- Bachelor of Clinical Laboratory Sciences (CLAB)
- Bachelor of Radiological Sciences (RSP)
- Bachelor of Science in Clinical Nutrition (CLNS)

### **College of Nursing**

- Bachelor of Science Nursing (BSN)

# Deanships

Different programs in the University are supported by the following Deanships:

## Deanship of Postgraduate Studies

This Deanship manages postgraduate residency and subspecialty programs. It also oversees the postgraduate programs and courses, continuing medical education, conferences and symposia, and the Scholarship Office.

## Deanship of Admission and Registration

This Deanship aims to improve the mechanisms of admission and manages student registration and ensure optimum utilization of the University's capacity. It also provides services to students effortlessly using modern technologies.

## Deanship of Students Affairs

This Deanship is responsible for extra-curricular activities of students to improve their physical, mental and behavior abilities. It also oversees the activities of the Student Club and other student bodies as well.

## Deanship of Quality Management

This Deanship's mission is to disseminate and enhance the culture of quality among the University community through an efficient quality assurance system, provide effective support for continuous improvement in quality through contribution in evaluating the University units' performance in teaching/learning.

## Deanship of Development

This Deanship is responsible for the preparation and revision of strategic plans, bylaws management, organizational development, performance management, and data reporting. It also ensures the execution of university strategy through the different projects.

## Deanship of Library Affairs:

The Deanship of Library Affairs at the University has a distinguished collection of both printed and electronic resources to support our faculty, researchers, undergraduate and graduate students. This is in line with both the vision and mission of the Deanship of Library Affairs in its endeavor to fulfill the principles of the collection development policy in order to support all university programs and research.

## Administrative and Financial Affairs Department

The administrative and financial affairs is concerned with providing support to university colleges and departments in order to be able to implement their work plans and role within the scope of work in the University. The department is assigned the task of supervising the following sub-departments:

### Manpower Services:

Supports the departments' needs of positions. Its main function is to plan for the organization's manpower needs based on each department's function, current situation, and future plans. Furthermore, ensuring that salaries and benefit plans are competitive, and that they are designed and managed to attract and retain manpower of the highest quality; and that employee packages are in alignment with University policies and guidelines.

### Human Resources and Payroll Services:

The department is dedicated to process records and payments for all University faculty, staff and students including their benefits and disciplinary actions. Moreover, they are in charge of processing several personnel transactions, in addition to maintaining their files while ensuring accuracy and timeliness.

### Faculty & Staff Relations Services:

This department is responsible for promoting, maintaining, and developing good employee

relations within the university. The department also deals with the employees' requirements and other work-related concerns from day one of employment, up to the last day of service.

### **Recruitment:**

It is primarily tasked with identification, assessment, and recruitment in a fair and consistent manner for the entire University.

### **Finance:**

Committed to providing timely, accurate, clear and complete information and support to all colleges/departments. It is divided its responsibility into payment services, cash management, budgeting and financial planning.

### **Office Services:**

Aims to provide quality mailroom management, document distribution and related business support services to colleges/department.

## **IT Services Department**

The IT Services (ITS) aims to be a center of excellence for technology enablement of health sciences education by working in partnership with faculty, students, and staff to leverage technology for innovation, collaboration and the continuous improvement of University processes. ITS in Jeddah and Al Ahsa have their own Directors, through whom the General Director in Riyadh can delegate regional matters. ITS is divided into the following sub-departments:

### **Enterprise Architecture:**

Provides and maintains the middleware layer of all systems' integration, through Service Oriented Architecture.

## Advanced Communication:

Responsible for the administration of LAN, WAN, WLAN, and IP telephony, in addition to being responsible for the installation, configuration, and management of Audio Visual communications.

## Infrastructure Services:

Responsible for implementation of commissioning, as well as management and maintenance of infrastructure services, in addition to governing Data Centre and all its components.

## Enterprise Applications:

Responsible for the development, support, and maintenance of enterprise applications. They provide application development, creating any customized applications for the university business stakeholders (supporting Procurement, Finance, HR, and Payroll departments).

## End-Service and Governance:

Responsible for the establishment and maintenance of a governance framework to monitor, control, and report upon the ongoing performance of the ICT functions. Further, they perform strategy planning and strategy reviews, in addition to Knowledge Management and Business Intelligence Analytics.

## Technical Affairs Department:

The Technical Affairs (TA) is responsible for ensuring the full operation of all University's physical assets, buildings, utilities, engineering services, systems and equipment in Riyadh, Jeddah, and Al Ahsa regions. Within this division, there are the corporate utilities and maintenance operations, regional technical affairs department with the various sub-departments of utilities and maintenance, design, engineering, building services and project task force, project management office, and regional healthcare technology management services (HTMS). The functions of these sub-departments are:

## Utilities and maintenance:

Maintenance and repair are continuous activities to provide electricity, lighting, water supply, keeping the ambient internal environment comfortable, keeping mechanical systems and building structures functional and safe to operate and live in. Additional responsibilities are building refurbishment, modifications, and renovations. The main functions of this department include: Supervision of the operations and maintenance of the contracted works: supervision and management of scheduled maintenance and repair, emergency maintenance and repair, safeguard, protection of utilities, safety compliance, work control, and emergency preparedness

## Healthcare Technology Management Services:

It is responsible for all medical equipment issues. This department ensures the delivery of necessary engineering, technical expertise and consultation to assess, recommend and select medical equipment, while providing continuous user training on all related equipment. A registry of all University medical equipment is available and updated for information to determine equipment life-cycle cost and utilization.

### **Technical Affairs consists of the following:**

- Design Office in charge of developing plans, programs and producing the design with cost estimates of in-house approved projects relative to the specified requirements of the end-user/client.
- Engineering Services integrates the design and construction, and supervises the implementation. It verifies conformity of systems used to national and international standards, and manages new construction projects.
- Building Services and Project Taskforce carries out the smaller construction project requirements for refurbishment and modification of existing facilities and complexes. Their work is done under the supervision of “Engineering Services”.

- Project Management Office oversees, manages, and monitors the progress of projects up to successful completion.

## Support Services Department:

The Support Services ensure that all function of management in the University three campuses are optimally managed. The department is assigned the task of supervising the following sub-departments:

### Security & Safety Services:

The department ensures the security and protection of staff, students and University premises assets. This also includes services and consultation in areas related to emergency response, criminal investigations, risk assessments and crime prevention awareness.

### Fire and Safety Services:

The department deals with various forms of emergencies, exercises, and continuing training that allows the emergency response personnel to be familiar with the most current firefighting techniques, lifesaving measures and the existence of current materials and technological hazards.

### Employee Social Club:

The department provides the best facility and the most latest specialized sports and fitness equipment under the supervision of qualified trainers by Sports Complex in the University. The following amenities provided are Sports Complex and Recreation Center. This section is also responsible for the recreation services provided to the University housing residents. School Bus Transportation Services and Recreation Trips are also managed by the Employee Social Club in collaboration with transportation department.

## Environmental Services:

The department ensures to maintain the required University appearance and hygiene standards. It is composed of the Housekeeping Services, Horticulture Roads and Ground, Laundry Services, Pest Control Services and Waste Management Services.

## Housekeeping Services:

Ensures compliance of the approved high quality of cleaning maintenance standards that are clean, pleasing and environmentally safe for all University staff.

## Laundry Services:

The department provides high quality laundry services for University, issues linens and staff uniforms and ensures the continuous supply of clean and hygienic laundry items.

## Horticulture Roads & Grounds:

The department is responsible for providing and maintain aesthetic landscapes, distribution of appropriate indoor and outdoor plants and cleanliness of roads, parking and grounds and cleaning the roads and grounds in KSAU-HS.

## Public Health/Pest Control Services:

The department is responsible for implementing effective integrated pest management services programs to maintain pest-free University environment and its residential compounds.

## Waste Management Services:

The department is responsible for monitoring the implementation of effective and correct management of waste materials in the University and its affiliated facilities in terms of packaging, transporting, weighing and safe disposal. Securing services for medical waste and proper hygiene services in the College of Dentistry and Clinical Skills Development Building.

## Housing Administration Services:

The department is responsible in providing employees with high quality housing accommodation and to ensure that employees are given best possible services and assistance in all their housing concerns. Housing Services is composed of the housing administration, housing operations, housing inventory, key control and meet & greet. Housing administration is responsible in monitoring and overseeing the whole scope and function of the department.

## Transportation Services:

The department plans, develops, and regulates, an efficient and well-integrated transport system that serves the University employees interests. It has been established to enhance mobility and deliver safe, secure and environmentally-responsible transport by providing high quality vehicles and related services. Its objective is to maintain reliable safe vehicle in order for the University personnel requiring transportation have the necessary vehicle available for the required time period.

## Food Contract Operation Services:

It is primarily tasked in providing catering request and food preparation services for University functions and student activities. Its aim to provide the best food service possible with the available resources.

## Corporate Educational Technology Services

The role of Corporate Educational Technology Services (CETS) has many facets, from integrating technology with education to offering technical support to users across the University. The CETS is responsible for the development and operations of the innovative educational systems used in the University. This department is charged with managing the educational information technologies, policies and procedures, web services, as well as instructional technology and software department. The CETS supports the growing needs

of the University by providing the necessary support for email accounts, file sharing, as well as smart classroom support. The department initiates, manages, and supports appropriate technological advancement which will support the continued growth and development of educational resources. Additionally, the department operates the University's educational system servers and digital services, oversees and supervises IT departments in the colleges and provides technical support and training for its employees. The department aims to providing the University Community with easy, safe and trusted access to information for Educational and Research purposes from anywhere and at any time.

The CETS Department provides the following support services for KSAU-HS Staff, Faculty and Students:

#### E-Learning Services

- Learning Management System (Blackboard®)
- Virtual Classroom Support
- Recording and broadcast lectures
- Assessment System

Classroom Technical Support and Helpdesk System

Student Information System (SIS)

Library Management System

Online Admission System

User account and E-Mail management

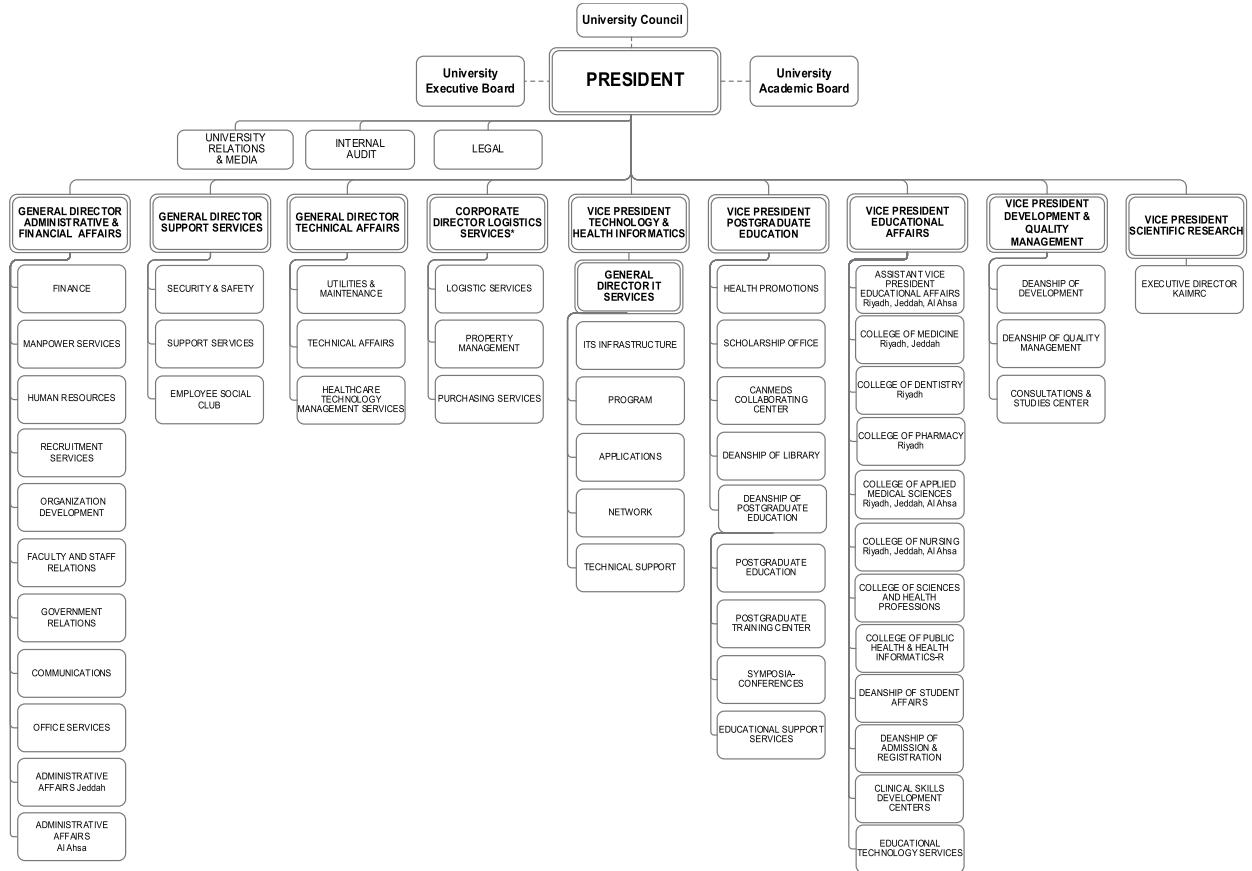
Website development and hosting

Online and mobile application development

## University Relation and Media Affairs Department

University Relations and Media Affairs aim to enhance the communication of the University. It is working to strengthen the communication with all stakeholders and/or internal and external audience. It introduces the community to all Academic and Scientific programs and initiatives. The department continues to seek and employ the latest Information Communication Technologies (ICT) to achieve the vision, mission and goals of the University. The department publishes the University magazine “The University Pulse” monthly. Through this magazine, Relations and Media can communicate with KSAU-HS community regarding the latest events and achievements of the University.

# KSAU-HS Organization Chart



## Chapter 3:

# Research Environment

## University Research Board:

The University Research Board shall function as academic governance and management advisory body to provide strategic direction oversight and sustainability of research activities at KSAU-HS and to ensure that all research and management practices are conducted responsibly, ethically and in the interest of the societal needs.

## Faculty Research Board:

The Faculty Research board is created to identify reach areas of assessed need and opportunity, coordinate and align research activities with the KAIMRC, engage faculty in students' research activities, facilitate faculty research conduct, analysis, presentations and publications, promote inter-professional research in health sciences, create subcommittees that oversees research activities in Jeddah and Al-Ahsa campuses, establish database of all university faculty' research activities and handle any related issues.

## Student Research Board

The board is created to guide students' research in the University with the aim to encourage students to publish their work in recognized journals. The University Student Research Board advises students and their supervisors to publish in Pub-Med-Listed Journals.

## Research at Colleges

Each college has its own research activities, in which faculty members and students' contributions help the university to reach international standards, and maintain that status.

## King Abdullah International Medical Research Center

The Research Center represents the research arm of the University. The center has a vision to be a leading international health science research institution. It aims at acquiring, managing, funding and executing biomedical research Programs. The Research Center offers a high-quality scientific set up consisting of first-class research enabling technology platforms. These advanced platforms include animal laboratories & testing rooms, DNA & stem cell cord banks, genomic medicine, bioinformatics and biostatistics, shared core facilities and molecular imaging suites. There are three branches of Research Center; besides the Research Center in the central region, there are branches in the Western Region (WR), and in the Eastern Region (ER).

## Chapter 4:

### Regulations and Policies:

At The University there are many types of Regulations, the most important are **the Bylaws, Academic Policies and Procedures and the Administrative Policies and Procedures.**

The University Standing Committee for Bylaws, Policies and Procedures Committee reviews Bylaws and Academic Policies and Procedures every 5 years, it is chaired by the Vice President for Development and Quality Management with memberships from different experts and fields within the University.

### Charges of the Committee:

- To Identify the Bylaws that will be prepared and reviewed by the Committee.
- To create and review University Bylaws through predetermined.
- To ensure the rights and duties of faculty and students.
- To ensure that the university Bylaws are in line with the rules and regulations of the Ministry of Education.
- To discuss any related issues regarding University rules and regulations.
- To recommend University Bylaws for final approval.
- To conduct periodic review of the approved Bylaws.
- To recommend University Academic and Administrative policies and procedures.

### The Bylaws approved are:

- Faculty Bylaws.
- Faculty Leave Bylaws.

- Health Practitioners Faculty Bylaws.
- Study and Examinations Bylaws.
- Students Rights and Responsibilities Bylaws.
- Students Activities Bylaws.
- Student Fund Bylaws.
- Scientific Societies Bylaws.

For more details, you can find the bylaws hard copy and soft copy at the link:

[http://dqm.ksau-hs.edu.sa/?page\\_id=15](http://dqm.ksau-hs.edu.sa/?page_id=15)

And you can find the Academic Policies and Procedures soft copy at the link:

[http://dqm.ksau-hs.edu.sa/?page\\_id=1032](http://dqm.ksau-hs.edu.sa/?page_id=1032)

Regarding the Administrative Policies and Procedures, the Administrative and Financial Affairs are responsible to review it periodically. It is available at the link:

[http://dqm.ksau-hs.edu.sa/?page\\_id=2158](http://dqm.ksau-hs.edu.sa/?page_id=2158)

## Chapter 5:

# Community Engagement

The University interacts with the community through several stakeholders providing a wide range of community services. Those stakeholders include Deanship of Student Affairs, Postgraduate Training Center (as part of the Deanship of Postgraduate Studies), Center for Community Health Promotion, University Relations and Media Affairs, and colleges. This Engagement is expanded to the patient care that is provided by faculty at the MNG-HA medical cities.

In addition the University provides cultural and educational exhibitions, symposia, seminars and workshops. The University also contributes at the national festival for heritage culture (Al-Janadriyah), the most important national event revealing Saudi Arabia's history. The University also supports faculty and students for community services by allowing them days-off for active contribution. Funding has also been sought from private companies in financially sponsoring community events.

## Chapter 6:

### **KSAU-HS Facilities**

#### **Ministry of National Guard-Health Affairs/the Medical Cities**

The umbrella of the Ministry of National Guard Health Affairs (MNG-HA) has given the University students access to King Abdulaziz Medical Cities (KAMC) in Riyadh, Jeddah and Al-Ahsa that are considered to be one of the largest health systems in the region. Furthermore, it has enabled the University to enhance its curricula and academic programs with clinical applications and training under the supervision of highly competent healthcare professionals. The medical cities provide a wide range of medical, dental, nursing, pharmacy, and applied medical science and pharmaceutical services in addition to all specialties related to applied medical science. Hence they serve as training site for undergraduate and postgraduate students, residents and fellows in different specialties and subspecialties. The university is also integrated with the medical cities to ensure availability of the clinical teaching environment. Moreover, the University is affiliated with a research center, King Abdullah International Medical Research Centre (KAIMRC) that allow the University to have an access to high standard research facilities.

#### **Libraries**

The University includes a number of libraries in the colleges and medical cities in addition to access to a rich digital library that allows access to resources such as books, journals and electronic databases through paid subscriptions on and off-campus. The University is also offers the Lynda Campus which is an online library of video, tutorials and trainings for different disciplines delivered by industry experts. These videos are available on-demand for students, faculty and staff of the University. The online resources allow equal opportunities for male and female students and faculty in the three campuses. Students or faculty requiring resources not available in their college library are allowed to utilize other college libraries as long as they carry their University badge or ID.

## Recreation Center

The University has sports and GYM facilities which enable the University to host various events.

## Medical Coverage

Medical coverage for faculty, and their dependents is provided free of charge by the Medical Cities. Faculty can get their first appointments at Family Medicine and Primary Care Departments linked to the Medical Cities. Faculty have also access to Emergency Departments at the medical cities at the three campuses in case of emergency situation. Whenever an emergency happens in the three campuses, the Emergency Medical Services at the Medical Cities extend their coverage to the three campuses.

## Parking Permits

The Security and Safety Department will issue sticker for faculty's car in order to be allowed to park in the proper area at colleges.

## Chapter 7:

### About the Kingdom of Saudi Arabia

- The Kingdom of Saudi Arabia was founded in September 23, 1932. Since that time, the government has worked relentlessly to position the kingdom among the leading countries in the world by improving education, health and economic systems. The kingdom is historically rich of Islamic and Arabic culture that would attract tourists. Recently, the Custodian of the Two Holy Mosques, King Salman bin Abdulaziz agreed to adopt the new vision for the future of the kingdom (Saudi Vision 2030) which aims to position the kingdom as a “leader of opportunity for all through education and training, and provide high quality services such as employment initiatives, health, housing and entertainment”

### Geography

- Saudi Arabia is spread over 2,150,000 square kilometers (830,000 square miles), occupying almost 80 percent of the Arabian Peninsula. Located in the southwest corner of Asia. It is surrounded by the Red Sea to the West, by Yemen and Oman to the South, the Arabian Gulf and the United Arab Emirates and Qatar to the East, and Jordan, Iraq and Kuwait to the North.
- Desert covers more than half the total area of Saudi Arabia. A narrow coastal plain runs through the Kingdom’s western coast while a range of mountains run parallel to the coastal plain along the Red Sea. Along the Arabian Gulf in the east is a low-lying region called Al-Hasa. The mountains in the west of the Kingdom are very rich in minerals with large deposits of limestone, gypsum and sand. The eastern region has the richest reservoirs of oil in the world.

## Weather

- Almost the entire Kingdom is arid, although there is rainfall in the north and along the mountain range to the west, especially in the far southwest, which receives the monsoon rains in summer.
- Sporadic rain can also occur elsewhere, sometimes very heavily, causing delayed in transportation, including in Riyadh, where the air and prevailing winds tend usually to be very dry.
- As a result of the general aridity and cloudless skies, temperatures can vary considerably from a mid-summer maximum of 50°C (122°F) in the shade to winter lows close to or below freezing in the mountainous areas and, sometimes, at night in the heart of the desert.
- Hail and snow may also be experienced in the north parts of the country during the winter months.
- Humidity is a major feature of the coastal areas, although this is usually tempered by slightly lower and less variable temperatures and a steady breeze, especially in the east.

## Population

- The total Saudi population as of 2016 increased to 31.015 million. The population growth rate in the KSA stands at 1.6%,
- Inhabitants from Saudi origins form 67% of the population, which comprises 50.9% males and 49.1% females. Foreigners form 33% of the population (10 million people), of whom 69.1% are males, and the remaining are females.

## Main Cities

- Makkah and Madinah, Islam's two holiest cities, are located in Saudi Arabia. Makkah is the birthplace of the Prophet Muhammad and the focal point of Hajj, the Islamic pilgrimage in which almost two million Muslims from all parts of the world participate every year. Madinah is the city where Prophet Muhammad emigrated and lived. Riyadh, located in the central province, is the capital city of Saudi Arabia. It is also the high-tech center of modern Saudi Arabia and houses the headquarters of the Gulf Cooperation Council (GCC). Jeddah, located along the eastern coast of the Red Sea, is the commercial capital of Saudi Arabia, and serves as an entrance to the rest of the peninsula. Jeddah's ports hence become the main thoroughfares for trade.

## Business Hours

- Saudi Arabia's time zone is three hours ahead of Greenwich Mean Time.

## Banks, currency and credit cards

- The Kingdom's banking sector has developed excellent IT bases. Plenty of ATMs across the Kingdom offer wide-ranging services from cash withdrawal to utility bill payment. Saudi Riyals can be easily converted to any foreign currency (dollars, euro, etc.) at local banks. The most readily accepted credit cards are American Express, Visa and MasterCard. The Saudi Arabian Monetary Agency (SAMA) is the Central Bank of Saudi Arabia.

## Transportation

- Air travel is the preferred method of travel within the Kingdom because of the distances separating the main cities.
- Riyadh's King Khalid International airport is 35 kilometers outside of Riyadh. The airport has facilities such as a hotel, a buffet, a bank, a post office, shops and many rental car agencies. Jeddah's King Abdulaziz International airport is 18 kilometers North of Jeddah, also with a hotel, restaurants, a bank, a post office, shops, car hiring agencies and special pilgrimage facilities. Dammam's King Fahd International airport is 50 kilometers Northwest of Dammam with facilities including a mosque, a cargo terminal, a restaurant and a duty free shop.
- The Kingdom has multi-track highways and daily train service between Riyadh and Dammam. At the end of 2000, the Kingdom had 155,237 kilometers of paved roads, and in the last few years has been adding to that at a pace of about 2,500 kilometers per year.

## Education

- In 1993, Saudi Arabia had seven universities. Currently there are 26 universities and 117 vocational training institutions in the Kingdom.
- There are more than 24,000 schools and a large number of colleges and other educational and training institutions. The system is open to every citizen and provides students with free education, books and health services.

## Appendices:

### Campus Mail, Telephone and Fax Directory

Riyadh Campus: King Saud bin Abdulaziz University for Health Sciences

PO Box 3660, Riyadh 11481

(011)429-9999

N		MC	EX	FAX
1	VP Educational Affairs	1150	92032	92041
2	VP Post Graduate Education	2347	92933	92945
3	Deanship of Postgraduate Education	2337	91200	91152
4	Postgraduate Training Center	3115	91109	91053
5	Symposia/Conference	3143	91109	91079
6	Medical Education	3120	13506	
7	VP Development & Quality Management Affairs	3139	92929	92922
8	Deanship of Quality Management	3139	92911	92922
9	Deanship of Development	3139	92903	92922
10	Administrative & Financial Affairs	3123	92802	92855
11	Finance Department	3134	92841	92846
12	Faculty & Staff Relations	3232	92710	92715
13	University Relations and Media	3111	92633	92644
14	IT Services	3535	92509	92543
15	Corporate Educational Technology Services	3114	92530	92550
16	Support Services	3123	92204	92203
17	Housing Services	3144	92443	
18	National & Gulf Centre for Evidence Based Health Practice	3535	95451	95480
19	Health Sciences Library	1501	13343	2520149
20	Deanship of Admission and Registration	3135	95116	95119
21	Deanship of Student Affairs	3112	95181	95297

22	College of Science and Health Profession -Male	3124	95503	95340
23	College of Science and Health Profession –Female	3155	47004	
24	College of Medicine	3133	95201	95210
25	Department of Medical Education, COM-R	3118	95211	95148
26	Clinical Simulation Center	1418	94001	94044
27	College of Medicine –Female Medical Student Branch	3155	51112	
28	College of Nursing	3133	51110	
29	College of Pharmacy	3160	95017	95055
30	College of Pharmacy - Female Branch	3177	51002	
31	College of Dentistry	1243	95702	
32	College of Dentistry – Female Branch	1243	95838	
33	College of Applied Medical Sciences	3129	95183	95187
34	College of Applied Medical Sciences-Female Branch	3129	51093	
35	College of Public Health and Health Informatics	2350	95441	95442
36	King Abdullah International Medical Research Center (KAIMRC)	2350	43081	43050
37	Center for Community Health Promotion	3175	95482	95486
38	Emergency		66	
39	Fire		88	
40	Safety and Security		111	

**Jeddah Campus:** *King Saud bin Abdulaziz University for Health Sciences*

PO Box 9515, Jeddah 24123

(012) 224-6666

<b>N</b>		<b>MC</b>	<b>EX</b>	<b>FAX</b>
1	AVP Educational Affairs	6556	45904	
2	College of Medicine	6556	45903	
3	College of Medicine, Female Medical Student Branch	6656	45804	
4	Postgraduate Education & Academic Affairs	6611	45086	
5	College of Nursing	6565	46191	2246190
6	College of Applied Medical Sciences	6610	46345	
7	College of Science and Health Professions	6666	45467	
8	College of Science and Health Professions-Female Branch	6666	45611	
9	Health Sciences Library	6137	45204	
10	King Abdullah International Medical Research Center	6123	46660	
11	Human Resources		45884	

**Al Ahsa Campus:** *King Saud bin Abdulaziz University for Health Sciences*

PO Box 2477, Al Ahsa 31982

(013) 562-9000

<b>N</b>		<b>MC</b>	<b>EX</b>	
1	AVP Educational Affairs	501	28012	
2	College of Applied Medical Sciences	501	28007	
3	College of Applied Medical Sciences-Female	501	28120	
4	College of Nursing	500	28403	
5	Deanship of Admission and Registration	508	28512	
6	Deanship of Student Affairs	517	28407	
7	Administrative Affairs	505	28025	
8	Technical Affairs	507	35387	
9	King Abdullah International Medical Research Center	520	29120	







جامعة الملك سعود بن عبدالعزيز للعلوم الصحية

King Saud bin Abdulaziz University for Health Sciences

Riyadh

Jeddah

Alahsa

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