

1436H  
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Institutional Orientation Handbook  
Of  
Faculty Members, Staff and Their Counterparts

## **KSA in brief:**

### **1<sup>st</sup>: Location, Area and Climate**

KSA locates in the far south western part of Asia continent, bordered with Red Sea from west, Arabian Gulf with Qatar and UEA from east, Kuwait with Iraq and Jordan from north and Yemen with Sultanate of Oman from south. KSA occupies four fifths of Arab peninsula with an area estimated of 2,250,000 square kilometer. The climate changes from one region to another for the difference in topography for it occurs under the effect of tropical anticyclone, anyhow the kingdom climate is a continental climate, hot in summer and cold in winter but it is mild on west and southwestern hills, the middle regions are of dry hot summer and dry cold winter, humidity and temperature increase on coasts with some little rains fall in winter and spring on most of the kingdom regions except the southwestern hills which they have heavy seasonal summer rains. Relative humidity increases on coasts and western hills in most of the year days and decreases while we direct internally.

### **2<sup>nd</sup>: Geography**

KSA represents the biggest part of Arab peninsula, it comprises narrow coastal plains along the red sea (Tihamah plains) followed by mountains range into east extend along the country (mountains of Asser and Hejaz with 2000 m as a maximum height), then come deserts and rock plateaus in the middle (90% of the general area), the biggest of these desert are An Nafud desert in north and Rub' al Khali in the south. In east and along the coast of Arab Gulf extend wide coastal plains.

3<sup>rd</sup> : The kingdom celebrates its national day on the corresponding day to 23 of September every year as commemoration for the anniversary of the kingdom unity by his majesty King Abdu-Alaziz bin Abdul-Rahman Al-Saud (mercy of Allah be upon him) who declared KSA establishment in 1351 H corresponding to 1932 A.C.

#### **4<sup>th</sup>: Regime**

The constitution of KSA is the Holy-Quran and noble Sunnah. All of legislative regimes are extracted from these two resources. KSA regime is a royal regime. The council of ministers with the king represent the executive and legislative authority for the state, the Shurah council assumes showing opinion in what concerns the state general policies that are passed to it from the council of ministers.

#### **5<sup>th</sup> : Currency**

The main unit for KSA currency is the Saudi Riyal; it is covered by gold and could be transferred to foreign currencies. It equals 100 Halalas, the categories of KSA currency are:

- Paper currency: 5 Riyals, 10 Riyals, 20 Riyals, 50 Riyals, 100 Riyals, 200 Riyals, 500 Riyals
- Coins: one Riyal, 50 halalas, 25 halalas, 10 halalas, 5 halalas.

American Dollars is equivalent to 3.75 SR (three riyals and seventy five Halalas) which is a rate fixed by the Saudi Arabian Monetary Agency.

In case of purchasing, payment will be in three methods:

- In cash, where we find banks distributed points of ATM on main roads, markets and commercial malls to facilitate that.
- By credit card, especially in big malls besides many of commercial establishments, restaurants and hotels.
- In cheque, and this is a rare used method, many of local sellers dislike it.

#### **6<sup>th</sup>: Calendar**

KSA depends in its official history on Hijri calendar belonging to the migration (Hijra) of the messenger (peace and mercy of Allah be upon him) from Makkah to the Enlightened Town (Almadina Almunawarah). Hijri lunar year is 354 days divided into 12 months.

## **7<sup>th</sup>: Emergencies telephones:**

**Ambulance: 997**

**Civil defense: 998**

## **8<sup>th</sup>: Official holidays**

- Weekends: Fridays and Saturdays
- Lesser Bairam holiday
- Greater Bairam holiday
- National Day on the 23<sup>rd</sup> of September

## **9<sup>th</sup>: Transportation**

KSA has the biggest net of transport in the Middle East, it varies between land routes, airlines and sea lines. Land routes vary and differ from one region to another as there are railways connecting Dammam and Riyadh cities passing by Al-Hasa and Abaqiq. Paved roads extend to long distances and the most important of these roads are:

- Dammam –Riyadh road (375 Km).
- Riyadh-Hejaz highway which passes by Makkah (1000Km).
- King Fahd Bridge connects Al-Khobar city to Bahrain Kingdom.
- Al-Khafji exit connects Alkhafji Saudi city to Kuwait state.
- Salwa exit connects the neighboring Qatar to Al-Hasa city.
- Al-Batha exit which passes by Al-Hasa city coming from U.A.E
- By railways that connects the capital Riyadh by Dammam city.

So are the roads that extend to the north and south of the kingdom for long distances, all are paved, connect different cities, in addition to many airports and seaports. The eastern region is connected with a net of land routes to all regions.

## **10<sup>th</sup>: Education**

There are five basic educational stages in KSA. KSA is full of several educational institutions in all of the five stages. Education in governmental schools is free for all citizens and residents expatriates. There are also private schools. It is also mentioned that English and computer subjects were accredited at primary stage. In KSA, there are many international schools that teach all curricula in English language.

## **Educational stages in KSA:**

### **1. Nursery and kindergarten**

Nursery and kindergarten stage is considered as one of important educational stages that excels in promotion of treatment and direction of childhood, it prepares the child with early good upbringing to receive the following roles of life on a correct base. This stage targets children below six years.

### **2. Primary stage**

Primary stage is the base for juveniles preparation for the following educational stages, and also to supply them with main basics of true creed, correct directions, and experiences with information and skills. This stage is comprised of six years where the pupil is considered eligible to admission at six years old.

### **3. Intermediate stage**

4. It is a cultural general stage, targets to educate the juvenile student an Islamic education, comprehensive to creed, mind, body and morals, caring about its growth and characters of his age, this stage also shares the others stages in achieving general targets of education, this stage is comprised of three years where the student is considered eligible after passing the exam of the primary stage.

### **5. Secondary stage**

This stage has a special nature considering students ages and growth features, it requires types of preparation and orientation as it includes different branches for intermediate certificate holders to enroll it according to systems made by competent authorities, it includes: general secondary, scientific institutes secondary, Tawheed( monotheism) house, teachers and women teachers institutes, vocational institutes with their different types( agricultural, industrial and commercial), technical and sports institutes, in addition to what might be initiated on this level, this stage shares other stages in achieving general targets of education besides achieving its particular goals. This stage comprises three years, the first year is a general where

students study all curricula in the first year and specialize in the second and third year in one of two sections (academic sciences or Sharia sciences).

For further information about education in KSA, please visit Saudi Ministry of Education website: [www.moe.gov.sa](http://www.moe.gov.sa) com

### **University education:**

It is the stage of practical specialization in all of its types and levels, it sponsors competent and talented students, develops their talents filling the gap of the community different needs at the present time and future in what updates with useful development that achieves the nation goals and noble targets.

### **11<sup>th</sup>: KSA flag**

It is a rectangle flag, its width equals two thirds of its length, its cloth is green with the two testimonies of Islam written on it (No god but Allah, Muhammad is the messenger of Allah) in *thulth (one third)* Arabian font, under the two testimonies is an Arabian sword with its gripe directing to the mast of the flag drawn in white color, it is prohibited to half-masted or touch the land, or even to be put on back of seat as glorifying to the written word on it.

### **12<sup>th</sup>: KSA emblem**

It is composed of two curved and crossed Arabian swords with a palm tree over both of them, the two swords indicate to force, inaccessibility and sacrifice and the palm symbolizes to vitality, growth and prosperity.

### **13<sup>th</sup>: KSA more important cities**

Riyadh: (the capital) west of Arabian Gulf coast 350km.

Makkah: Muslims' the holiest place and their *Qibla*.

Al-Medina Al-nabawya: Muslims' second holy place.

Jeddah: the commercial capital, it is an important port and it is considered as the main gate for the pilgrims of red sea coast.

### **A background about Dammam urban city**

Dammam is a Saudi city located on the coast of Arabian Gulf, it is the capital of the eastern region and one of its more important cities, and it is the main seaport in the region for the importance of the location overlooking in three directions of the Arabian Gulf in north, east and south. It is considered as a residential and commercial center as it includes the administrative corporations and governmental directorates of the region.

Dammam got its name from the sound of the drums that local inhabitants used to bang in order to guide fishermen boats targeting the coast at that earlier time of the city history in the beginning of the twentieth century specially at night when humidity is too high to the extent that the coast becomes invisible.

Now in the twenty first century, we find mining and industry in the vanguard of all economic activities in Dammam, KSA one of more important industrial cities. Oil industry also comes in the very beginning of this activity, and then fertilizers, aluminum, petrochemicals, rubber, furnished building, air conditioners as the industrial commercial chamber of the eastern region worked to introduce variety of services in the private sector with all of its fields, commercially and industrially, the chamber also works to develop the services and their variety where it makes an annual plan to map its policies. The city witnesses a big commercial activity because of the wide industrial movement encouraged by the ease of transportation and plenty of roads beside the seaport, so is the continuous work in export and import without neglecting railways services. There is also (center of Dhahran international fairs) where Arab, gulf and even international events are established in different economic activities the issue that attracts visitors to this fair.

The thriving of Dammam - from a village for fishing to the urban city we see today - started after oil invention in 1925H when standard oil of California SoCal company (currently Chevron) started in drilling Dammam first well which results did not achieve the aspirations but there were indicators to oil and gas, so the company continued in drilling nine wells consecutively till the dream came true in March the third of 1928 where well 7 produced big quantities of petroleum after drilling to 1441 meter in a layer called later as (Arab Geological Layer), so Dammam entered the era of petroleum industry.

## **Climate and touristic monuments**

In Dammam appear the characteristics of the dry climate under the classification of Köppen. In contrary to the other Saudi cities, Dammam keeps warm temperatures in winter from 10-22 Celsius, though temperatures decrease gradually to reach one Celsius grade in some days. The weather in summer is so hot that temperatures reach 40 Celsius to 50 Celsius; the average of the temperatures in summer is from 35-45 Celsius. Rains fall in Dammam are scattered and almost little in between December to February.

Dammam is considered as one of touristic attraction areas because of its cool climate in most of the year months, this made Dammam a destination for desert camping in spring season, moreover it enjoys long coastal banks on the Arabian Gulf, and there is also Al-Qatif Oasis of heavy palm trees.

### **Academic centers:**

University of Dammam.

King Fahd University for Petroleum and Minerals

University of Prince Muhammad bin Fahd

Open Arabian University

Technology College for Boys' Students

General Administration Institute (Eastern Region Branch)

Al-Gad International College for Health Sciences

Specialized Institute for Beautification and Technological Sciences (Girls)

High Technological Institute for Engineering and Petroleum (THEP)

Technological Institute for Petroleum and Petroleum Gas

Saudi Technological Institute of Petroleum Services

## **Transportation:**

The city is characterized of a various and an active traffic for its location on the Gulf and for the huge economic activity too, this were the reason of construction of a new roads net connected to all is surrounding it.

The city is also connected with other Saudi regions and the rest of the world parts via several airports. Most important of these airports is the international airport of King Fahd which is 36 km far from Dammam with an area of 760 square kilometer , it is the most huge airport of KSA airports locates in north west of Dammam. The city is also connected to Riyadh via a main railway; it passes by ABaqiq and Al-hasa. It is 562 km with branches railways of 164 km in its summation.

In addition to what is mentioned above, there is King Abdul-Al-Aziz seaport which was established in 1369 H, it is the main seaport in the eastern region, it is the gate that goods pass through from all over the world to the eastern region and then to the rest of the kingdom cities, the port enjoys huge preparations enable it to receive different types of ships.

## **Sport Premises:**

Dammam includes a number of pitches arranged below, each according to its importance:

Prince Muhammad bin Fahd Stadium in the center of the city.

Prince Jalway Stadium in Al-Rakah.

The green hall which locates between Dammam and Khobar, it is an integrated sport city where international and local events are established there.

Al-Itifag Club and it situates in the sport city.

Al-Nahda Club and it situates in the sport city.

## Health care:

The visitor to Dammam city could receive health care in several of hospitals and health centers, in addition to main hospitals, there are health centers of the districts where the individuals need a legal resident card to open a healthy file, and so they will be provided with care for them and their families' members. There are also many of private hospitals and clinics as below.

No.	Hospital name	city	Tel
1	Directorate general of health affairs	Dammam	8422656
2	Dammam central hospital	" "	8427777
3	Maternity & child hospital	" "	8426666
4	Al Amal Psychiatry Hospital	" "	8391300
5	Chest hospital	" "	8050945
6	Dhahran hospital	" "	8912222
7	Fakhry hospital	Alkhobar	8954960
8	Astoon hospital	" "	8590024
9	Almanea general hospital	" "	8987000

### Where you could live ...

There are many hotels and furnished apartments in the region as:

No.	Hotels	City	Tel
1	Dammam Ramada	Dammam	38333322
2	Dammam Palace	Dammam	38056060
3	Asia	Dammam	38348882
4	Balqase Throne	Dammam	38414060
5	Dammam Sheraton	Dammam	38345555
6	Nilufer Dammam	Alkhobar	38975656
7	Romance	Alkhobar	38670716
8	Alsa-aty	Alkhobar	38989995
9	Almaha legend	Alkhobar	38936790
10	East cornice waves	Alkhobar	38893088
11	Boudl	Alkhobar	38993000

### Where you could go shopping...

You could visit several of commercial malls with your family in order to go shopping as:

No.	Mall	City	Tel
1	Alshati	Dammam	920009991
2	Marina	Dammam	38099944
3	Ibn Khaldon	Dammam	38151505
4	AL Rashid	Alkhobar	38321002

**Best known restaurants:**

No.	Restaurant	Dammam	Tel
1	Iranian	Dammam	383332243
2	Pizza Hut	Dammam	38054858
3	Al tazaj	Dammam	38417790
4	Kudu	Dammam	38417330
5	Kentaki	Dammam	389410766
6	Gulf Shawaya	Alkhobar	38640881
7	Kaibab house company ltd.	Alkhobar	38971981
8	Flamingo	Alkhobar	38975178
9	Steak house	Alkhobar	38958885
10	Chills	Alkhobar	38937242

**Banks:** The most important banks you could deal with are:

No.	Bank	City	Tel
1	National Commercial Bank	Dammam	38331188
2	Al-Rajhi	Dammam	38263100
3	Riyadh-main branch	Dammam	38335733
4	Riyadh-regional management	Dammam	38335733
5	Saudi Holland	Dammam	3894904
6	National commercial	Alkhobar	38949665
7	Al-Rajhi	Alkhobar	38336111

For more information, you could contact touristic call center using the number 19988 from inside KSA and the number 00966920000756 from outside KSA.

## **University OF Dammam in brief:**

### **University of Dammam Establishing:**

The royal decree number 1/18/A was issued on 15/9/1430 H corresponding to 5/9/2009 by Separating King Faisal University in Dammam, Jubail, under the title “University of Dammam “ where its mission , vision and values as below:

#### **Mission:**

University mission is introducing cognitive, searching and innovative professional services with an effective social partnership.

#### **Vision:**

A pioneering university achieves distinction locally, regionally and internationally.

#### **Values:**

Loyalty

Quality

Teamwork

Transparency

Innovation

Social responsibility

**The university involves several sectors as below:**

**Health Section Colleges:**

College of Medicine

College of Dentistry

College of Applied Medical Sciences

College of Clinical Pharmacy

**Engineering Section Colleges:**

College of Architecture and Planning

College of Engineering

College of Designs

**Scientific Section Colleges:**

Computer Sciences and Information Technology College

Business Administration College

College of Education in Dammam

College of Sciences

College of Education / Girls in Al-Jubail

**Humanitarian Section Colleges:**

College of Arts

College of Applied Studies

College of Community Service in Dammam

College of Community Service in Al-Qatif

## **Supportive Deanships and their role:**

### **1. Admission and Registration Affairs Deanship:**

The role of this deanship is:

- To implement the students procedures of admission
- To avail information and private bases of students admission procedures.
- To prepare notifications of graduate according to the accredited regulations and procedures.

### **2. Students Affairs Deanship:**

The role of this deanship is:

- Planning and introducing students' activities in cultural, social, sport and art fields.
- Supervision of services field related to students as nutrition, housing and transportation.

### **3. Libraries Affairs Deanship and its role is :**

- Preparation and availability of knowledge methods and obtaining it for all the university individuals among teaching staff members, employees and students.
- To meet the research, study and academic needs of the university community, in addition to the community service through availability of books, periodicals and other resources of electronic information besides making them available to users.

### **4. Post Graduate Studies Deanship and its role is :**

- To care about post graduate studies student, follow his/her issue academically, financially and socially in and out KSA.
- Coordination with other colleges of the university about post graduate studies.

### **5. Scientific Research Deanship and its role is:**

- To support staff teaching members, researchers and students to run innovative scientific researches in addition to accommodation of suitable scientific environment of research tools and facilities and establishing of a database for the university current and finalized researches.
- Coordination, cooperation and transplanting of research information with universities, institutes and research centers in and out KSA to make use of it in updating of scientific research movement and its technology in the university.

**6. Preliminary Year and Supportive Studies Deanship , and its role is:**

- To supervise the student of the preliminary year.
- To follow the implementation of the preliminary year programs with intended college and the deanship of registration and admission.
- To prepare the student to metamorphose from general education to university education , and to give him/her the opportunity for merging in the university community , to enable him/her to know the requirements of the university study and to prepare him/her psychologically and intellectually for the specialized study.

**7. Quality and Academic Accreditation Deanship and its role is :**

- To improve the academic, administrative and training quality with best of modern criteria.
- To support development career and making the required change through establishing and spread of quality culture with availability of its mechanism and its criteria accreditation with application for the university as an educational institution with its different programs could receive the academic accreditation.

**8. Electronic and Distance Education Deanship and its role is :**

- To improve and develop the educational operation by using modern technology strategies and methods.
- To avail educational subjects and regular reactive lectures electronically that the student could browse it and learn from it e-distantly.
- Community awareness rise about e-education concept and the need to such type of education in order to improve education level.
- Developing of the systems of e-education in the university beside consolidation of using international criteria of such type of education.

**9. University Education Development Deanship, and its role is :**

- Development of education and total performance of the university through capacity building and academic , research and leadership skills of the human resources in order to improve the institutional capacities with quality in the outputs.
- Establishing and development of the main structure that insures continuity of development.

- Introducing consultations and support in fields of professional development, administrative development, training, studies and researches, etc. ....

**10. Faculty members Deanship and its role is :**

- Coordination to implement administrative and financial regulations and basis belong to teaching staff members and employees and their counterparts with providing all services and facilitate their procedures.

**11. Educational and Scientific Supportive Centers and Administrations:**

- Centre of Prince Muhammad bin Fahd for Researches and Consultations
- Centre of Urban Consultation and Studies
- Centre of University Orientation and Guidance
- Centre of English Language
- Centre of Islamic Studies
- Centre of Training and Community Service
- Administration of Computer and Information Technology
- Administration of Cognitive Exchange and Cooperation
- Administration of Scientific Chairs
- Administration of Information and Public Relations

**12. Current scientific chairs :**

- Chair of prince Muhammad bin Fahd for urban and regional studies
- Chair of princess Jawahir bint Naif for Family Health
- Chair of Aljazeera for Healthy Information
- Chair of Ghasan for Planning and Quality
- Chair of National Bank for Breast Cancer

## **King Fahd University Hospital in AL-Khobar**

### **The hospital goals:**

The main goals of the hospitals include the following services:

- Providing diverse and distinctive medical care for the hospital is considered a specialized regional center in the eastern region.
- Knowledge and practice the concept of assistant and preventive services , and services of rehabilitation as necessary elements for patients comprehensive care , and making these services available for the community through first aid health care.
- Training and education: the hospital gives the opportunity for the students, interns, posts graduate students and students of assistant medical specializations in college of medicine and medical sciences.
- Regularization of a continuous medical teaching program for teaching staff members and doctors beside different categories of the assistant medical specializations cadres.
- Researches: the hospital works as a center for main and clinical research as it also collaborates with other non-teaching hospitals to persuade doctors to run researches as the hospital works as a center for researches programs in the community.

## **University System of Study:**

The university accredits the system of semester where the academic year is divided into two semesters, there might be a semester in summer but it is counted as half of the main semester. Graduation requirements for the academic degree award are divided to levels according to the study plan of each college.

Study courses is divided into levels for each specialization, each level has its designated study units according to the appointed study plan of each college. To know the study plan for each specialization, the student refers to the academic supervisor who appoints the study units that the student will register it for each semester and to ensure that the student has finished their requirements before.

Students who did not fail would be registered for the level courses gradually beginning by the lower levels according to the accredited study plan.

Students who failed in the study would be registered for the courses in what guarantees for them the lower level of academic load in each semester conditionally to the following points:

- Avoiding incongruity of the study timetable.
- Avoiding of any existing previous requirements.
- Student is not allowed to take any of the next levels courses just for completion of the study load.

**Allowances and concessions:**

**Education expenses of Faculty members' children:**

The university sponsors the expenses of teaching staff members' children for the contractors among non-native Arabic language speakers and children of the contractors among Arabs who study at non-Arabic schools who are not good in Arabic language to the extent that enables them to continue their governmental study according to the following conditions:

1. They did not find any opportunity in a governmental school.
2. Child age should not be less than 6 years old or more than 18 years old.
3. Their education should be inside KSA as there are no expenses for those whom their education is out of KSA.
4. Paid children number should not exceed four children and expenses should not exceed 24000SR per year.

School stage	Allocated sum
1 <sup>st</sup> child	Maximum 10000SR
2 <sup>nd</sup> child	Maximum 7500 SR
3 <sup>rd</sup> child	Maximum5000SR
4 <sup>th</sup> child	Maximum2500SR

**Expenses for participation in conferences and workshops:**

As far as the university is keen about supporting and boosting its cadres among teaching staff members for participation in scientific conferences, symposiums, workshops and training courses , the university will afford the financial expenses according to the regulations approved by the university council.

**Salaries and allowances:**

Teaching staff members and their counterparts among Saudi will receive monthly salaries in addition to some other allowances according to the scientific grade in what accords with the state payroll system.

Teaching staff members and their counterparts among non-Saudi will receive monthly salaries in addition to some other allowances according the signed contract.

### **Teaching staff members' Regulations:**

Teaching staff members and their counterparts perform 40 hours weekly in teaching, scientific research, orientation and other works designated by the competent authorities of the university.

The maximum shares for Teaching staff members and their counterparts is as below:

- Professor , 10 study units
  - Associate professor , 12 study units
  - Assistant professor , 14 study units
  - Lecturer , 16 study units
  - Teaching assistant, 16 study units
  - Language teacher , 18 study units
1. The contractor should be:
    - Has completed 20 years of age and did not exceed 60 years. The university council could overtake the maximum range of age in ten years for professors and associate professors and five years for assistant professors according to a recommendation from their administration.
    - Medically fit for service according to a modern health document issued from a medical authority accredited to the university.
    - Of a good conduct and ethics
    - Has the job required qualifications
    - Has no work commitment for another entity in KSA
    - To devote his/her time to work for university.
  2. Contract duration starts from the day of his/her departure home to workplace in KSA in shorter route, the duration should not exceed three days from departure date to start of work embarking and should not be before the time designated by the university, or from the day the contractor starts to embark work according to the university instructions if he/she was resident in the place of the job and contract signing.

3. After the approval of the university to upgrade the teaching staff member grade which was awarded to him/her from out the university from a scientific grade to a higher grade , he/she could be given salary start of the upgraded grade when renewal, if his/her salary before upgrading was equal or increases from the salary start of the upgraded grade , he / she would be given the salary that is above his/her previous grade salary directly with the annual allowance from the grade he/she was upgraded to. For those whom are upgraded by the university, they could be given the salary that is above his/her previous grade salary directly with the annual allowance from the grade he/she was upgraded to when renewal.
4.
  - The university council could increase the salaries according to the payroll system of no more than 50% from the due salary for contractors from Europe, USA or any developed country designated by the university council.
  - The university council could contract with holders of unique specializations or those of good scientific fame or experience or high skill or excellent acquired qualification from one of famous university among teaching staff members and their counterparts and so are doctors with salary increase of 100% from the due salary and the president of the council of the university has the right to apply the provisions of this paragraph on other categories in accordance with the president of civil service general chamber .
  - It is allowed to contract with those of distinguished experience or scientific fame to work as teaching staff members by exceeding the scientific conditions appointed by employment bases by the university council approval according to a recommendation from the academic board.
5. The contractor among teaching staff members, language teachers, lecturers and teaching assistant who worked in university teaching after having the qualification or the scientific title will be given an annual allowance according to payroll system.
  - Experiences years could be counted for faculty members, language teachers, lecturers and teaching assistants in case the experience was in the specialization field and after having the scientific qualification due to which the contract was signed by counting one year for each two years for purposes of employment as could be counted for purposes of scientific upgrading in a decision from the

academic board according to the recommendation of the intended college council.

- Experiences years could be counted when contract for non- faculty members, language teachers, lecturers and teaching assistants, after having the last qualification, the specialization term will be counted after the qualification according to its duration but no collection for the term duration to the service duration meanwhile, and it is conditioned for the experience or the qualification to be issued from accredited destination to the university.
6. The university ensures for the contractor and his family four air tickets including the contractor himself/herself either they might travel with the contractor or individually for purposes residency according to what is mentioned below:
- Once coming from home to KSA in the beginning of contract unless he/she is resident in KSA at time of the contract.
  - A round ticket from KSA to his /her home annually during contracting when approval of the normal vacation , so are those who were contracted internally and spent two years after the contracting , unless he/she is resident in KSA when contracting.
  - When the contractor depart eventually from KSA to home in case of contract termination except those who were resident in KSA when contracting and their service is less than two years , or those who changed their Iqama sponsorship to any other destination inside KSA according to the instructions regularize that.
7. If either the woman or her Muhram attendant is contracted to a governmental entity, the housing allowance will be paid from the entity that pays the tickets.
- The attendant will lose his/her right of return tickets to home when changing the sponsorship to non-governmental entity.
8. Tickets mentioned above will be first class if the contractor is an associate professor or economy class in case of lower grades.
- The contractor could change his/her air tickets from KSA to his home with tickets to another country according to limits of Saudi airlines but the university affords not any additional costs.
9. The university avail housing for the contractor or pays him housing allowance annually according to payroll system. this allowance could be prepaid in the beginning of the contract and the beginning of each year of the renewal years

and it is also paid for in ratio for whom contract is less than one year , and in case of contract with a woman and her Muhram attendant it will be paid for the one of the higher allowance, this provision is valid if one of them is contracted with another governmental or non-governmental entity , no housing allowance for the contracted woman whom is married for a Saudi man resident in KSA.

10. Unless the university avails the furnished housing, the new contractor among teaching staff members and their counterparts will receive 50% of the housing allowance as furniture allowance at the beginning of the contract, it is paid once along the contract duration. Who spent two years working to a governmental entity pausing work for the university would be treated as a new recruited unless he had had the furniture allowance before.
  - In case of contracting with a woman and her Muhram attendant, no double furniture allowance will be paid but for the one of higher allowance.
  - Muhram contractor or woman contractor of a Muhram attendant deserves no furniture allowance if one of them works to the university or any other governmental entity.
  - If the contractor worked for any governmental entity or was an attendant Muhram for a woman or even vice versa, he/she deserves no furniture allowance unless he/she had left KSA before two years and hadn't had as such allowance from the previous entity.
  - If the contract was less than one year, furniture allowance will be received in a ratio for the remaining duration and the rest would be received when renewal for another duration which should not be with less than one year when added to the duration of last contract.
11. When the contractor complete two years under service of the university deserves the benefits of end of service counted as half-salary for each year , and if the faculty member , lecturer , assistant teacher and technicians and their counterparts complete five years deserves the benefits of end of service counted as one month per each year , one hundred Riyal as maximum or what he/she deserves actually according to the previous regulation ,the much more sum of the two options more would be delivered to the contractor.
12. It would be counted according to the last salary received by the contractor, these benefits are not due until these years are continuous, other contractors receive bonus offend of service counted as half-salary for each year without exceeding 50 000 SR as maximum or what he/she deserves actually according to

the previous regulation, the much more sum of the two options more would be delivered to the contractor. It is considered under the provision of those who completed two years, those who spent 22 months as is considered under the provision of those who completed two years, those who completed 58 months. End of service benefits could be subject to increase by 100% as maximum according to the recommendation of the college councilor the competent entity beside university council support and higher education council approval but the benefits must not exceed the maximum rates mentioned in this article.

13. The contractor and his/her family members benefit from the general medical services available in KSA the along contract duration. University council has the right to decide further than that in case of urgent necessary.

14. The contractor deserves an annual leave paid in its beginning beside the weekends and the two Eids vacation.

The annual leave is (60) days for teaching staff members and their counterparts, and (45) for non-teaching staff, it could be for part of the year according to the situation, the contractor who started working for one month is considered eligible to full annual leave, the university council has the right to amend the annual leave period due to academic calendar requirements.

The annual leave could be less than designated according to an agreement between the two parties, and the university has the right to limit the beginning and end of the leave; it is not deserved on duration of secondment, exceptional vacation and absence.

15. The university could approve an urgent leave but its summation should not exceed ten days per year with full salary to be deducted from the annual leave, but the contractor here does not deserve air tickets.

### **Duties and Responsibilities:**

1. For unmentioned in this regulation, the contractor would succumb to the duties and responsibilities of the university regulations as succumb to provisions of civil service and its executive regulations for unmentioned in the university regulations.

2. In relevant to committed job mistakes during service, the contractor would succumb to Saudi disciplinary rules of the university and its regulation texts.
3. The contractor commits to follow systems, regulations and instructions of KSA; the contractor with his/her family members must respect the Saudi traditions and customs and avoid interfering in religion and politics.

### **Abrogation, Renewal and Termination:**

1. The university has the right to abrogate the contract in case the contractor did not embark his/her work within (15) days from the time designated by the university.
2. The contract renewal would be automatically unless one of the two parties informs the other with its written interest to terminate the contract before two months at least.
3. The contract would be terminated in the following cases:
  - In case the contractor got the Saudi nationality.
  - Acceptance of the contractor resignation
  - Insisting on resignation though the university rejection.
  - Absence from work for continuous 15 days or separate 30 days without an acceptable reason if the university wanted to terminate the contract and the contractor would be considered here under the provision of the insisting to abrogate the contract.

### **Job Abrogation (for non-Saudi)**

- Permanent injury.
- Insufficiency
- Reduction in job performance level
- Disciplinary dismissal by a resolution from the university
- Requirement of general interest
- In case of judgment sentence issue against the contractor of Sharia restricts or any crime against honesty and honor.
- Death
- In case the sickness period exceeded the period of sickness leave mentioned in article (37), return tickets would be delivered to the contractor without retrieving the allowances he/she received before.

- These regulations and systems mentioned in this handbook are not completed and are not original, so in case of any argument we recommend to see the complete and original systems and regulations saved to the legal administration of the university.

## **Contracting Procedures**

In this chapter of handbook you will find explanations for the university steps and procedures needed to follow from the airport till finishing the completion of contracting procedures and receiving due allowances and services in fast time.

### **At the Airport:**

Dear teaching staff member when you arrive at King Fahd international airport, the university delegate will be in waiting to take you to your temporary residence place in one of the city hotels or a furnished apartment.

You are going to stay there five days to be deducted from housing allowance immediately when the bill received by public relations of the university.

after relaxing from the travel tiring you go On the second day directly to the university where there is a packet of procedures to achieve in order to facilitate and accelerate contraction operation and receiving of due allowances.

## **Contracting Procedures**

On the second day in the university, you go to view the administrative affairs of the college to obtain the forms of the contracting to fill and then view the section of contracting in the deanship of faculty members affairs in the building of the university administration, the send floor to:

1. Deliver your original copies of your certificates
2. Deliver the forms you have filled
3. Receiving medical check forms needed for issue of residence permit.
4. Receiving needed certificates to general needs such as renting a house and so on

### **Contract Signing:**

- Calling the contracting section in the deanship of faculty members' affairs to ensure that the contract is ready for signing and that is after a week from delivering the certificates and the college forms to contracting section.
- Issue of a new residence card.
- After receiving medical check forms from contracting section, you go directly to medical commission in King Fahd hospital to run needed checks which their result might take from one to two weeks.
- After receiving the results go to view the section of the services of professors and employees in the administrative building on the ground floor taking with you :
  1. Medical check result.
  2. (3) photos for each member of the family.
  3. And to pay the residence card fees (500) SR for the contractor and any family member conditionally not over (18) years old.

### **Furniture allowance:**

Please review the fund in the main financial administration on the ground floor after a week from delivering the certificates and the college forms to contracting section in order to receive housing and furniture two allowances due.

### **After Contracting Procedures:**

Dear new teaching staff member, after finishing contract signing, you should start after procedures that enable you to obtain university special papers and cards with their services as:

### **University Card:**

To obtain the university card you should obtain the residence card with filling the form of obtaining the card with the attached documents:

- A copy of the residence card.
- A photo
- Ratification of the form from the deanship of teaching staff members and the deanship of admittance and registration

### **Car Entry Permission:**

To obtain permission of the car entry to the university, you should go to the building of security and safety of the university to fill the forms of the car entry permission taking the following attachments with you:

- A copy of the residence card.
- The car possession document

### **Internet, Local Network, E-mail:**

To obtain a username, password to get through internet, local network, or to obtain an e-mail account you need to fill a form of making an account on the local network. You could find the form from the university electronic website or IT section.

### **Governmental Procedures:**

#### **Issue of a new residence card:**

To issue a new resident card you need:

- Medical check for the contractor and his/her company in King Fahd hospital
- An oral dose for children under five years old.
- Paying resident card fees (500) SR, in case of women, fees should be paid by her accompany Muhram on one of the branches of Al-Rajhi Bank or Riyadh Bank
- Three photos for each family member.

#### **Residence card renewal:**

1. Paying resident card fees (500) SR, in case of women, fees should be paid by her accompany Muhram on one of the branches of Al-Rajhi Bank company or Riyadh Bank
2. An oral dose for children under five years old.
3. Three photos for each family member.
4. Delivering residence card of the contractor and his/her company to the section of faculty and personnel service.
5. A photo
6. Discharge letter copy

### **Exit and Re-entry Visa:**

1. 200 SR as fee for each passport.
2. Oral dose against polio for children below 5 years old.
3. A copy of agreement of validation owner of forms 1,2,3 from vacation decision.
4. A copy of discharge certificate from the entity of the contractor, form number 2 of annual leave and a copy of sponsorships for urgent vacations.

### **Addition of a new-born baby to residence passport:**

1. A copy of birth document.
2. A copy of vaccinations
3. The baby photo
4. The passport to which baby would be added

### **Addition of new-born babies and children of contractors coming from out KSA**

1. Medical check
2. Oral dose against polio for children below 5 years old.
3. 3 photos for each one baby or child
4. A copy with the original resident card of the contractor

Copy of the old passport information to a new passport

- Delivering both the old and new passport to services section of faculty and personnel( teaching staff and employees)

### **Application for a driver or a housemaid from out KSA:**

- You should fill the application form of non-Saudi individuals which mandates services section of faculty and personnel( teaching staff and employees) to complete the procedure, to obtain the form please request from the official employee of services section of faculty and personnel( teaching staff and employees) or via the university website.

## **Bank account**

- To have a bank account , you should have completed the procedures of resident card and then you could choose the bank you wish attaching the following documents:
  1. A copy of the passport ratified by the university
  2. A copy of the resident card
  3. Salary letter
  4. Statement of the salary if needed.

## **Driving license:**

The requirements of the driving license are:

1. Filling the form of the driving license
2. A copy of the foreign driving license
3. Four photos size (4\*6)
4. A copy of resident card
5. A copy of the passport
6. A letter from the university
7. The fees
8. A file

## **Ethics:**

The Expected Duties from faculty member:

It is expected from faculty member to characterize with the following characteristics:

1. Honesty and steady morals as to be committed to systems and bases behavior and politeness. To keep himself/herself a way from any work breaches the job honor, and to keep his/her general appearance and live in a location suits his/her position.
2. To keep update to his/her specialization field, to participate through his/her activity in developing the specialization.
3. To guide his/her students to the best science have invented in the field of the specialization and to thrill them to like science, knowledge and the correct scientific thinking.

4. To participate effectively in the section council works and in other councils and panels where he/she is a member over the section, college and even university level, as he/she is required to participate effectively in the activities of the section , the college and the university targeting the community service ( non-summer activities).
5. To free himself/herself to work for the university, and he/she is not allowed to work out the university only after a prior approval according to codes and regulations.

### **Frequently asked questions: FAQ**

#### *1. What are the required procedures before arrival?*

- To notify the university with the flight number, arrival time, and number of family members before arrival in an adequate time by filling the assigned form.
- The university will receive you in King Fahd international airport according to the appointed time.
- You would be hosted with your family in one of the city hotel for five days maximum.
- On the first day of your arrival you should go to contracting section to complete the procedures.
- You would be required to run medical check in the governmental hospital in Al-hoof
- Then passport office would assume the procedures of resident card for you and your family, this require having a suitable number of photos for each member of your family .The fee is 500 SR.
- Then you could have a bank account and register in the university health center as you could be able to have a driving license and to request a house telephone installation, and beyond it of services.

#### *2. Where to stay when I arrive directly?*

- The university would ensure you a five day stay in a hotel in a suitable price to be deducted from housing allowance when the bill is received by the university public relations. In these days you could find a suitable housing for you.

#### *3. What should I do on my first day at the university?*

- You should visit the administrative of the college to obtain contract forms in order to fill it, and then review contracting section of teaching staff members and employees affairs on the second floor to start contracting procedures.

4. *Could I transfer money to my family out KSA?*

Yes, you could do so via several ways as electronic transfer which takes less than one day.

5. *How about living cost?*

- It is considered low in KSA in comparison to other states, for example: the cost of a new flat rent is about 14000 -24000 SR. Benzene liter in KSA is 0.45 halala.

6. *How many years could I work for the university?*

- The concluded contract is an annual contract, its renewal depends on the performance of the member where no a maximum limit for the contract renewal.

7. *Could I resign from the job?*

- Yes , you could resign after the completion after the contract which is one year but notify the university in a written letter before two months from the end of the contract.

8. *Could I accompany my family?*

Yes, indeed.

9. *Does the university avails daily transportation?*

- No, the university just pays you a monthly transportation allowance.

10. *Could I drive and buy a car?*

- Yes, you could easily buy a car and drive after issue of the driving license.

11. *Weather?*

- The eastern region weather is characterizes of heat and humidity in summer, cold in winter.

12. *Are there private and governmental schools?*

\* There are governmental schools to teach children free but the private schools take annual fees as there are international schools teach curricula in English language.

13. *Does the university pay in US\$?*

No, in Saudi riyal, it is equivalent to 3.75 USD

14. *What are the allowances and concessions provided by the university?*

- \* A monthly salary.
- \* Annual housing allowance
- \* Annual four air tickets
- \* A monthly transportation allowance
- \* Furniture allowance (paid once)
- \* Free medical care in the university health center
- \* Education expenses of teaching staff members' children.

15. *Does the university introduce a loan for buying a car?*

No, the university does not introduce any kind of loans.

16. *Does the university provide free medical care?*

- Yes, the university has an integrated hospital presents free medical care for the university staff.

17. *What are the vacations could I have?*

- Annual leave of 60 days in summer.
- Weekends ( Fridays and Saturdays)
- The two Eid holidays
- The national day of KSA on 23 of September

18. *What are available transport types?*

- Cars
- Congregational transport
- Trains
- Planes

19. *When should I receive my salary and allowance after arriving KSA?*

- We need from 20-60 work days to pay you, so you need to have a sum of money to spend it on you before receiving the salary.

20. *Does the university pay for children education of teaching staff?*

- Yes, the university pays the education expenses of studying at international schools.

21. *Could I use a credit card or AT M card?*

- Yes, anywhere in KSA.

22. *Is there housing inside the university yard?*

No, but it is under construction.

23. *Could I participate in in scientific conferences?*

- Yes, according to the university regulations, it is allowed for non-Saudi teaching staff members to participate in scientific conferences if afford expenses of the participation.

24. *What are the documents should I bring?*

- Travel documents, original certificates beside experience certificates explaining the start and end date of work and should be authenticated by KSA embassy in your country.

25. *Where should I go if I have many questions?*

You could visit the administrative affairs of the college to direct you according to regulations or help you to reach the specialized section.