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عمادة الدراسات العليا  
Deanship of Postgraduate Studies  
شؤون الأبحاث والتدريب  
Scholarship and Training Affairs

# Scholarship & Training Bulletin for University Employees



MARKETING UNIT  
وحدة التسويق  
بعمادة البحث العلمي  
DEANSHIP OF SCIENTIFIC RESEARCH

# The Higher Education Council's Decision States

Number (1417/04/06)

## The Higher Education Council:

According to the provisions of paragraph (7) section (fifteen) of the Council of Higher Education and Universities, which stipulate that part of the Higher Education Council's role is issuing regulations governing the occupational affairs of the university employees including those who are Saudi Arabian and Retired faculty members. Those affairs include their salaries, their bonuses, and their allowances after they have been prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the Public Civil Service Bureau.

After consulting the memorandum of the General Secretariat of the Council for Higher Education on the subject, and having considered the Bulletin of Scholarships and Training for University Employees project as stated in the Offering Memorandum, the council decided that "The approval of the Bulletin of Scholarships and Training for University Employees is in accordance with what is stated in this decision."

## Article One

The aim of the scholarship and training is to qualify the university employees, scientifically, for a degree, or to develop their skills academically, administratively, and technically through training which is dependent on the university's interest.

### Scholarship and Training Committee

## Article Two

A Standing Committee for Scholarships and Training is established within the university, which consists of the University Council lead by the University Vice-President of Graduate Studies and Scientific research. Its recommendations are submitted to the committee after the approval of the University President.

## Article Three

The Scholarship and Training Committee specializes in managing the affairs of scholarship and training specifically the following:

- 1) Proposing the public-policies of scholarships and training.
- 2) Forming the annual plan for the scholarship and training of the university employees following coordinating with relevant parties.
- 3) Considering the recommendations of college and institution boards as well as their provision for scholarships for teaching assistants and lecturers, coordinating among them and recommending what is deemed appropriate according to the annual plan for scholarships and taking into account the following:
  - a) The number of Saudi teaching staff and their ratio to the total teaching staff in the department, their exact specializations, and their teaching responsibilities.
  - b) Number of teaching assistants and lecturers in the department.
  - c) Number of those on a scholarship, expected return, and their precise specialties.
- 4) Recommending scholarships for university employees including administrative, technical, and other staff in accordance with the approved university plan.
- 5) Recommending the extension or termination of scholarships or training based on the suggestions of college councils, institutions, and relevant parties.
- 6) Recommending training for university employees.
- 7) Following up on the state of on scholarship holders and trainees in coordination with their departments or their affiliates, and submitting a report to the university council on scholarship holders who are struggling with their studies after the passage of half the term.
- 8) Preparing a detailed annual report on the condition of scholarship and training across colleges, departments, and administrations, and submitting it to the University Council.

## Article Four

Scholarship in and outside Saudi Arabia are as follows

- 1) For Masters only
- 2) For PhD only
- 3) Both Masters and PhD bearing in mind what was stated in point (7) of Article Three
- 4) Fellowships for Clinical Departments:

## Conditions for Scholarships

### **Article Five**

The conditions of scholarship for teaching assistants or lecturers nationally or abroad are as follows:

- 1) Must be a Saudi citizen
- 2) Must have worked in the university for at least one year since his/her employment. During this period, he/she is assigned to suitable work programs appointed by the college.
- 3) Must be accepted into an academically recognized university
- 4) Female scholarship holders must be accompanied abroad by a male relative (mahram) for the duration of the scholarship.
- 5) Scholarship holder must not exceed the age of (30) for teaching assistants and (35) for lecturers. The university council can make exceptions for this rule.
- 6) Scholarship holder must work for the university after his/her return for a duration equal to the duration of the scholarship.

## Duration of the Scholarship

### **Article Six**

Scholarship inside Saudi Arabia and overseas are decided by the university council based on the department council and the college council, or the institution and the scholarship and training committee. The decision involves selecting the degree that the scholarship holder is sent to achieve, the general specialization, the narrow specialization, and the duration of the of the scholarship in accordance with the guidelines stated in article (7) and the university in which the scholarship holder will study.

## Article Seven

The duration of scholarships is as follows:

- 1) A year to learn a language; the committee can extend the period to two years if needed
- 2) Two years for a Master's degree
- 3) Three years for PhD in all majors except for medicine for which the duration is decided depending on the regulations of the country in which the scholarship holder will study

## Article Eight

The scholarship holder travels to the studying destination after the executive decision for the scholarship is issued. The decision is canceled if the scholarship holder does not arrive at the studying destination within three months of the specified date.

## Article Nine

The scholarship holder starts getting funded upon his/her arrival as long as the period between the date of his/her arrival and the start of his/her education does not exceed one month.

### Extensions

## Article Ten

The University Council can extend the original duration of the scholarship, domestically and abroad, by one year for Masters students and two years for PhDs and clinical fellowships based on the suggestion of the student's supervisor, the recommendation of the department and college council or the institution, and the scholarship and training committee. The University Council can also extend the period by one year maximum, based on the suggestion of the student's supervisor, the recommendation of the department and college council or the institution, and the scholarship and training committee, if the justification is found compelling. In the case of abroad scholarships, the student supervisor's opinion must be endorsed by the cultural representative.

## Changing Majors and Transferring

### **Article Eleven**

The scholarship holder cannot change his/her general or precise specialization except with the approval of the University Council based on the recommendation of the department and college council or the institution and the scholarship and training committee.

If the scholarship holder changes his/her major without approval, all scholarship funds are suspended and the termination of the scholarship is considered.

### **Article Twelve**

The scholarship holder cannot transfer between universities or between countries except with the approval of the university based on the recommendation of the department and college council, the institution, or the scholarship holder's affiliates, and the scholarship and training committee, as well as the endorsement of the cultural representative for scholarship holders studying abroad.

## Financial Dues

### **Article Thirteen**

The scholarship holder who is studying abroad gets paid the same rate as government employees sent abroad. The spouse of a female scholarship holder (who is not a scholarship holder) receives the same treatment as the spouse of a male scholarship holder.

### **Article Fourteen**

Scholarship holders studying abroad who have a tuition grant from another party gets paid half their salary by their employer. If the grant or fellowship allowances fall short of the allowances and benefits of fellow scholarship holders, they get paid the difference.

## Scientific Travels

### **Article Fifteen**

Scholarship holder may go on a scientific trip while working on their dissertation once during one educational stage to Saudi Arabia or another location outside their place of study, in accordance with the following rules:

- 1) The student's supervisor recommends the scientific trip as necessary for the research
- 2) The endorsement of the cultural representative
- 3) The approval of the department and college council or the institution, and the scholarship and training committee
- 4) The duration of the scientific trip must not exceed three months maximum
- 5) If the scientific trip is in Saudi Arabia, the scholarship holder must continue his/her research under his/her department's supervision, and the department prepares a comprehensive report on the trip.
- 6) If the scientific trip is outside Saudi Arabia and the location of the scholarship, a report on the trip is submitted to the cultural representative by the scholarship holder's supervisor, and the cultural representative provides the university with a copy of the report.

## Travel Tickets

### **Article Sixteen**

Scholarship holders studying abroad will receive economy class airplane tickets as follows:

- 1 Single scholarship holders or married scholarship holders who are not accompanied by their family:
- a) One-way ticket from Saudi Arabia to the destination where they will study.
  - b) Two-way ticket from the place of study to Saudi Arabia after one academic year for the annual vacation
  - c) Two-way ticket from the place of study to the location of a scientific trip.
  - d) A one-time two-way ticket within the country where the scholarship holder is studying for doing research or taking exams if the distance exceeds one hundred kilometers.
  - e) Two-way ticket to Saudi Arabia in the case of the death of a parent, spouse, or child
  - f) One-way ticket from the place of study to Saudi Arabia after graduation of the completion of his/her research
- 2 The scholarship holder, his spouse, his minor children regardless of how many, his unmarried daughters, and his mother if she is legally dependant on him and she accompanies him to his studies, are entitled to the ticket stated in (a, b, c, e, and f) section (1) of this article.

## **Article Seventeen**

Two-way tickets are provided for the scholarship, once during one educational stage, for attending conferences, scientific seminars, or short courses, in accordance with the following regulations:

- 1) The conference, seminar, or course must be relevant to the scholarship holder's major or research.
- 2) The approval of the scholarship and training committee in the university based on the suggestion of the student's supervisor and the endorsement of the cultural representative for abroad scholarships.

### Internal Scholarships

## **Article Eighteen**

Internal scholarships occur in the following situations:

- 1) From one educational establishment to another educational establishment in two different locations
- 2) From one educational establishment to another within the same city
- 3) Between two different branches within one educational establishment, but the branches are in different locations

## **Article Nineteen**

The teaching assistant or lecturer who is on a graduate studies scholarship internally is tasked with administrative or teaching work, which is suitable with his/her major, as long as it does not affect his/her education in accordance with the decision of the department council of where he/she is studying.



## **Article Twenty**

The scholarship holder may go on a business trip outside his/her place of study while working on his/her dissertation once during one educational stage whether the trip was inside or outside Saudi Arabia, in accordance with the following regulations:

- 1) The student's supervisor recommends the trip as necessary for the research.
- 2) The approval of the department and college council or the institution and the scholarship and training committee
- 3) The duration of the trip must not exceed three months maximum.

## **Article Twenty-one**

The internal scholarship holder will receive his/her full salary and allowance monthly.

## **Article Twenty-two**

The student on scholarship to an educational institution in another city is paid a deportation allowance equivalent to a month's salary if the distance between the two cities is equal the distance determined for the assignment.

## **Article Twenty-three**

The scholarship holder, his wife, his minor children, his unmarried daughters, and his mother who is legally dependent on him are given airplane tickets as follows:

- 1) One-way economy class tickets from his place of work to his place of study.
- 2) Two-way economy class tickets at the end of each academic year from his place of study to his place of work.
- 3) If it is not possible to travel by air between his place of work to his place of study, he shall be compensated with the equivalent value of travel by means of public transportation.

## **Article Twenty-four**

An annual allowance for books and references is paid to the scholarship holder, equivalent to one month's salary, provided that it is limited to the original period of the scholarship without extension.

## **Article Twenty-five**

An amount of (3000) three thousand riyals is paid to the scholarship holder as a one-time allowance for printing and binding the thesis for a master's degree, and an amount of (4000) four thousand riyals for a doctoral degree.

## **Article Twenty-six**

A teaching assistant or lecturer who enrolls in one of the graduate studies programs within the same educational institution at the same location is treated as an internal scholarship student.

### **Suspension of Funds and Ending Scholarships**

## **Article Twenty-seven**

The scholarship holder's funds are suspended if he/she obtains the degree or if he/she changes his/her place of study, major, or university without the approval of the University Council.

## **Article Twenty-eight**

The University Council may terminate a scholarship based on the recommendation of the department and college councils or the institution, and the scholarship and training committee in the following cases:

- 1) The scholarship holder's inability to continue his/her studies according to the reports on the progress of his/her studies.
- 2) The scholarship holder's request to terminate the scholarship and return to Saudi Arabia.
- 3) If the scholarship violates the regulations or instructions or refrains from implementing them.
- 4) If the scholarship holder does not obtain the required qualification within the specified period
- 5) If it is proven that the scholarship holder has stopped studying without a valid excuse.

## **Article Twenty-nine**

A scholarship holder at home or abroad who wishes to terminate his scholarship before obtaining the required qualification may not leave his place of study without the approval of the University Council.

If the scholarship holder returns before the approval of the University Council, what is stated in one of points (1 or 2) of Article Thirty of this bulletin shall apply.

## **Article Thirty**

In the event that the University Council approves the termination of the scholarship in accordance with the provisions of Article Twenty-eight, the Council may do the following:

- 1) Decide to terminate the scholarship holder's enrollment within a period not exceeding one year from the date of termination of his/her scholarship.
- 2) Or referring him/her to an administrative position if the university needs his/her services.
- 3) Or letting him/her keep his/her position and determine the period necessary for him/her to resume his/her higher studies, provided that this period does not exceed two years. If he/she exceeds the two-year period the points (1 or 2) of this article are implemented.

## **Article Thirty-one**

In scholarship placement, for the wives and children accompanying the scholarship holder, the instructions stated in the decisions and regulations are applied.

## Scholarships and Training for Employees Who are not Faculty Members, Teaching Assistants, or Lecturers

### **Article Thirty-two**

In order for employees to obtain a scholarship for a degree, the following conditions are required:

- 1) They must be a Saudi citizen
- 2) They must not exceed the age of (40); the university council may make exception for this condition
- 3) Their general grade in their university degree or its equivalent must not fall short of (good)
- 4) They must have served the university for two years minimum since their date of employment.
- 5) The specialization of their scholarship must be relevant to the nature of the work they are preparing to do.
- 6) The job performance evaluation for the last two years must not fall short of (very good).
- 7) They must be accepted by an academically recognized institution.
- 8) Female scholarship holders must be accompanied by a male relative (mahram) for the duration of the scholarship.

### **Article Thirty-three**

Considering what is stated in Articles (32,36), the provisions for the scholarships of lecturers and teaching assistants shall be applied to the scholarship of the rest of the university's employees.

### **Article Thirty-four**

A scholarship holder may not enroll in two graduate studies programs simultaneously; the University Council may make an exception.

## **Article Thirty-five**

The requirements for training scholarships are as follows:

- 1) He/she must be a Saudi citizen
- 2) He/she must have served the university for at least two years from the date of employment.
- 3) The specialization of his/her training scholarship must be relevant to the nature of the work he/she is preparing to do.
- 4) The job performance evaluation for the last two years must not fall short of (very good).
- 5) He/she must be accepted by a recognized training institution
- 6) He/she must be fluent in the language of the training program
- 7) The program should aim to provide the trainee with new skills required for the current or future work needs.
- 8) The nomination for training must be from the entity to which the candidate belongs, specifying the type of program and work to be done after the completion of the program.
- 9) Female trainees must be accompanied by a male relative (mahram) for the duration of the training.

## **Article Thirty-six**

Scholarships and training are carried out by a decision of the University Council based on the recommendation of the entity to which the employee belongs and the Scholarship and Training Committee.

## **Article Thirty-seven**

The university's administrative and technical employees on scholarships for training are given the same financial privileges as other civil state employees.

## **Article Thirty-eight**

The council of each university issues the executive rules necessary to implement the provisions of this bulletin.

## **Article Thirty-nine**

Everything not specified in this bulletin will be implemented in accordance with rule, decisions, and regulations of the Kingdom of Saudi Arabia.

## **Article Forty**

This bulletin is effective from the date of its issuance and cancels all provisions that contradict it. The university council may address the situation of scholarship holders in the midst of their scholarship during the issuance of this bulletin if they exceed the duration of scholarships mentioned in this bulletin.

## **Article Forty-one**

The Higher Education Council has the right to interpret the articles of these regulations.

