



## POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: December 2018

Supersedes: 2

Review Date: November 2023

No. of Pages: 3

1. TITLE: ACCESS TO LIFELONG LEARNING POLICY

2. PURPOSE:

- 2.1. Devoted to encouraging possibilities for lifelong learning for everyone, irrespective of gender, immigrant status, religion, race, or disability. In order to promote an inclusive and varied learning environment, this policy describes the rules and values that guarantee equitable access to lifelong learning opportunities at IAU.
- 2.2. A clarification of the primary library's general operating hours.

3. DEFINITIONS:

- 3.1. A core value that need to be included into educational policy that provides opportunity towards continuous learning. This kind of learning allows students to take courses that is of an outstanding quality.
- 3.2. Focusing on higher education for specific skills can help to support greater employment.
- 3.3. **Non-Discrimination** outlaws discrimination against people on the basis of their gender, immigrant status, religion, race, handicap, or any other protected trait. The values of inclusion and nondiscrimination must be upheld in the design and implementation of all policies and procedures pertaining to lifelong learning activities.
- 3.4. **Knowledge** is the ability that graduates have gained through training courses in various learning methods.
- 3.5. **Skill** is refers to the capacity of students to integrate the abilities and knowledge that having gained through education programmes in conventional and non-formal institution.
- 3.6. **Accessibility and Accommodations:** IAU is dedicated to giving people with disabilities access to activities for lifelong learning. The institution will take proactive steps to guarantee that all resources, materials, and facilities are arranged and developed to meet the needs of a wide range of learners.  
To guarantee that people with varying abilities can fully engage in lifelong learning activities, reasonable accommodations will be made.
- 3.7. **The term "Soft Skill"** refers to the mindset of engaging on anything artistically, imaginatively, and psychologically , such as motivation, leadership, communication, multitasking, and emotional awareness.
- 3.8. **Culturally Inclusive Programming:** IAU will develop and offer lifelong learning activities that celebrate cultural diversity and promote intercultural understanding. The university will take into consideration the cultural backgrounds and sensitivities of participants, ensuring that programming is respectful and inclusive.



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- 3.9 **Technical Skills** are define as the technical or vocational skill acquired via formal and informal education and training in some kind of a number of contexts, including carving, pottery, handicrafts, weaving, repairing motors, computers, and telephones.
- 3.10. **Gender Equality:** IAU will ensure that all lifelong learning activities are accessible to individuals of all genders, promoting gender equality and inclusivity. The university will actively promote participation by all genders in all aspects of lifelong learning programs.
- 3.11. **Immigration Status Neutrality:** IAU does not treat people differently according to their immigration status. All people will have equitable access to activities that promote lifelong learning, irrespective of their immigration status. The institution will not make any enquiries or take any other steps that could deter participation on the basis of immigration status.
- 3.12 **Outreach & Communication:** To ensure inclusivity, IAU will use a variety of media to proactively inform a diverse audience about the availability of lifelong learning activities. To promote widespread participation, the institution will give clear information about accommodations, accessibility, and other pertinent factors.
- 3.13 **Monitoring and Evaluation:** IAU will routinely evaluate how well this policy is fostering fair access to opportunities for lifelong learning. Data on participant demographics and participation rates will be gathered in order to spot any discrepancies and guide any necessary corrections.
- 3.14: **Complaints and Grievances:** The university will set up an open process for anyone to voice issues or complaints about the inclusiveness and accessibility of lifelong learning programs. We promise to promptly handle complaints while adhering to the values of justice and fairness.
- 3.15 **Implementation:** Every facet of the planning, carrying out, and assessing of lifelong learning activities must incorporate this policy. Upholding the values stated in this policy is the duty of all IAU administrators, employees, faculty, and participants. To make sure that IAU stays dedicated to offering opportunities for lifelong learning that are accessible, inclusive, and respectful of all people, regardless of their backgrounds, this policy will be reviewed and updated as necessary.
- 3.16 **Learning** is linked to a population of knowing talented individuals.
- 3.17. **Consistency** implies symmetrical or a closely comparable process.
- 3.18. **Upgrading** means general or detailed information; Broad refers to a deep understanding of lifelong learning in different and extensive modalities of education, learning and training.
- 3.19. **Complete** refers to thorough knowledge in ongoing learning in numerous and in depth training and development modes. This may denote comprehensive or in-depth knowledge.
- 3.20. **Visitor Access:** Visitors may enter by presenting valid identification and signing up at the designated counter. A responsible person must always be around children under the age of 15.



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3.21. **Computer Use:** IAU students, faculty, and staff have access to the library's computers. As long as no IAU students, faculty, or staff require the use of the computers, visitors are permitted to utilize them for a brief period of time.

3.22. **Events:** For questions about library events, visit the Department of Higher Administration.

### 4. POLICY:

4.1. Everyone must gain the knowledge, skills attitudes, and beliefs required to enable economic progress and promote individual and societal peace. Offering opportunities for continuous learning in all circumstances, at all times, and through all accessible channels can help achieve this.

4.2. The library will continue to be operational during regular business hours and provide uninterrupted access to library resources and services to IAU students, professors, and staff. The administration of a library has the authority to change the regular business hours as necessary.

4.3. While guest accepted, the IAU community-students, administrators, faculty and staff always has first access to the library.

### 5. PROCEDURE

5.1. Regular Semester Hours

<b>IAU Main Library</b>	<b>8 AM - 2PM (Sunday – Wednesday)</b>
	<b>8 AM – 2 PM (Thursday)</b>
<b>IAU Female Library</b>	<b>8 AM - 2PM (Sunday – Wednesday)</b>
	<b>8 AM - 2 PM (Thursday)</b>

5.2. Inter-Semester Hours: Both Libraries: 8 AM - 2 PM (Sunday – Thursday)

5.3. Summer Semester Hours: Both Libraries: 8 AM - 2 PM (Sunday – Thursday)

### 6 RESPONSIBILITIES

6.1. office of Academic Affairs and Research

### 7 ATTACHMENTS: N/A

### 8 DISTRIBUTION:

8.1. Signed original copy is maintained in Documents control unit in the University.

8.2. Available in the University website



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

Date: 07.08.2018

Revision: 3

IAU

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### 9 REFERENCES:

APPROVED

Approved by:

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**Dr. Ahmed Al Kuwaiti**  
Dean,  
Deanship of Quality and Academic Accreditation

Date Signed: