

FACULTY MANUAL OF DEPARTMENT OF MEDICAL LABORATORY SCIENCES

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Message from the Head of the Department:

The Medical Laboratory Sciences (MDL) program, nationally known for its excellent and realistic education, provides traditional courses as well as extensive experience in actual clinical laboratories. Program's lectures and labs provide students with a substantial knowledge base as well as fundamental skills and techniques. Students are challenged to critically examine all data and results and to be alert for potential technical errors. Students are actively involved in discussions relating theory to tests results, and perform detailed lab write-ups, which also help to correlate laboratory findings with theory. The facilities are modern and well equipped for this purpose. Here, students receive instruction using actual clinical specimens in a laboratory environment. Finally, in the affiliate laboratories, students continue to develop understanding of principles, mastery of basic skills and professionalism.

The CLS Program staff participates in a wide variety of activities within the department and professional community.

Dr. Mohammed Alaidarous

Head of the Medical Laboratory Sciences

About the Department:

The Medical Laboratory Sciences (MDL) program provides traditional courses as well as extensive training in actual clinical laboratories. Program's lectures and our practical session in labs provide students with a substantial knowledge base as well as fundamental skills and basic techniques in clinical laboratories. The facilities are modern and well equipped for this purpose. Students receive instruction using actual clinical specimens in a laboratory environment, and students are trained to process these samples and examine all data and results. Additionally, MDL students trained to interact with potential technical errors that could be detected during their lab work and troubleshooting. Both BSc & MSc programs required active involvement of students in discussions and writing reports to test their understanding and getting responsibility in initial diagnosis of patient's result in different disciplines as a lab specialist in the future. Finally, MDL department arrange for student's visit to medical laboratories in variety of Hospitals, research centers and medical cities in order to enhance the process of learning and encourage students to gain deep knowledge and understanding of their work space in future.

Program titles and codes: Bachelor in Medical Laboratory Sciences (MDL)
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Masters in Clinical Laboratory Sciences (CLS)

Name of the College: College of Applied Medical Sciences

Department Structure and Organization:

Department Description:

List of the core and elective program courses offered each semester from preparatory year to graduation using the below Curriculum Study Plan Table (A separate table is required for each branch IF a given branch/location offers a different study plan).

MDL Department's Committees:

- 1- Quality and academic accreditation Committee
- 2- Academic affairs Committee
- 3- Student's affairs Committee
- 4- Training and Clinical affairs Committee
- 5- Scientific research & innovation Committee

- 6- Human resources & higher Education Committee
- 7- Curriculum & study plan development Committee
- 8- Laboratories & equipment Committee
- 9- Educational and Curriculum Committee
- 10- Faculty Affairs committee
- 11- Graduate Affairs committee
- 12- Volunteers and Community Service committee

Some of the committees are described below;

1. Quality and academic accreditation Committee

1.1 Introduction

The Quality & academic accreditation committee plays an important role in achieving the mission of the collage and program strategic plan. In accordance with the aforesaid the committee is proceeding confidently towards the excellence and academic accreditation of the CLS program. In this regards, the quality committee seeks continuous development with the application of quality management systems in the departments to achieve a number of objectives:

- ✚ Academic accreditation locally and internationally.
- ✚ Development of the faculty and staff members.
- ✚ Spread the culture of quality assurance and development among the faculty members.
- ✚ Ensure the application of quality in the department and measure the results of their application in administrative and academic work.

1.2 Tasks and Duties:

- ✚ To monitor and enforce standards to enhance the quality of practice and reduce incompetence.
- ✚ To prepare/review the course specification, course reports, course portfolio for both bachelor and master programs.
- ✚ To review benchmarks and KPIs reports for both bachelor and Master program.

- ✚ Create different working groups to handle specific accreditation standards or problem/improvement issues.
- ✚ To submit regular reports to the Programs' Quality Assurance and Academic Accreditation unit.
- ✚ To identify areas that need improvement and proposes the appropriate solutions.
- ✚ Organize a meeting with stakeholders through the advisory board.
- ✚ Implement workshops and quality learning sessions for faculty members.

2. Academic affairs Committee

2.1 Introduction

The academic affairs committee of MDL department is committed to provide excellent academic, educational and counselling services to all students. Additionally, guiding students, and solving issues related to academic achievement.

2.2 Tasks and Duties

- ✚ Follow up on early registration, confirm registration, and follow up on male and female students during the early registration period to discover errors that may occur and solve problems that may interfere with the registration process.
- ✚ Prepare the study schedules for the male and female sections.
- ✚ Activate and apply academic counselling and solving issues related to academic achievement.
- ✚ Follow up on students' attendance and consider students' excuses for absence and non-attendance for exams, as well as looking into requests for apologies for studying.
- ✚ Counting the number of students who exceeded the allowed limit in absence (25%), in preparation for depriving them of entering the final exams for each semester.
- ✚ Preparing the final exams schedule for each semester.
- ✚ Supervising the course equivalency process.

- ✚ Spreading awareness of academic regulations among students, and helping them understand study plans.
- ✚ Provide forms for course add/drop/withdrawal and change of section.
- ✚ Follow-up of all student cases from postponement, apology, transfer, change of specialization, and defaulting students.
- ✚ Notify the student when his academic average is low, and sign the academic warnings.

3. Student's affairs Committee

3.1 Introduction

The Committee of Curriculum development aims to develop innovative and reliable curriculum. This is achieved by covering the necessary concepts, knowledge and skills medical laboratories sciences. Additionally, committee is to review, monitor, evaluate and continuously improve the CLS curriculums and study plans to ensure high quality curriculums for all courses are conducted in the department. The committee designs and suggests recommendations and revisions for courses based on the inputs gathered from quality assurance unit, students and faculty.

3.2 Tasks and Duties

- ✚ Coordination of department activities and community service, courses, initiatives, national & international days.
- ✚ Process academic advising applications.
- ✚ Regular meetings and contacts between the students and their academic advisors.
- ✚ Arrange visits to the secondary schools to increase the knowledge about the program.
- ✚ Encourage the students to join the annual university prizes for extracurricular activities – based competitions.

- ✚ Encourage the students to document their extracurricular activities in their skills record.
- ✚ Participation of faculties in the activities of community service.

4. Scientific research & innovation Committee

4.1 Introduction

The scientific Research Unit is to provide a distinctive research environment among the faculty members which helps in developing the skills of innovation, high quality and creative research that positively impacts on the social, educational and healthcare needs of the society.

4.2 Tasks and Duties

- ✚ Enhancing the activities of college and developing its capabilities in the field of scientific research.
- ✚ Preparing the operational plan for scientific research and emphasizing its implementation mechanisms among the academic departments of college.
- ✚ Maximizing the scientific research outputs from the faculty.
- ✚ Coordinating with Deanship of Scientific Research, and scientific research, and research centres in in the University for procuring research funds for the faculty.
- ✚ Increasing the level of collaborative and interdisciplinary research nationally and internationally.
- ✚ Implementation of any directives by the Vice-Dean for graduate studies and scientific research. Follow up graduated students' percentage of successfully completed their internship/graduated and conduct further studies or employed.
- ✚ Develop quantitative evaluation methods, to ensure quality and outcomes of graduated CLS students.

5. Human resources & higher Education Committee

5.1 Introduction

The Human Resources & Higher Education Committee is a committee of the MDL department. Its responsibilities towards the selection of qualified faculty & recruitment, training and development and scholarship with all relevant applicable laws. It also advises on the employment arrangements and required allowances/awards & deanship annual prize applications processing.

5.2 Tasks and Duties

- ✚ Reviewing the promotion files.
- ✚ Announcing vacant academic jobs
- ✚ Sorting and interviewing applicants for academic positions.
- ✚ Reviewing of applicants for a master's program & conducting interviews.

6. Curriculum & study plan development Committee

6.1 Introduction

The Committee of Curriculum & study plan development aims to develop innovative and reliable curriculum. This is achieved by covering the necessary concepts, knowledge and skills medical laboratories sciences. Additionally, committee is to review, monitor, evaluate and continuously improve the CLS curriculums and study plans to ensure high quality curriculums for all courses are conducted in the department. The committee designs and suggests recommendations and revisions for courses based on the inputs gathered from quality assurance unit, students and faculty.

6.2 Tasks and Duties

- ✚ The committee reviews all course specifications, files, content, in order to improve their courses learning outcomes (ILOs).
- ✚ The committee requests meeting with other units/committees, if needed.
- ✚ The committee gathers current study plans for review.
- ✚ Submit a monthly report to the Vice Dean for Educational Affairs

7. Laboratories & equipment Committee

7.1 Introduction

Laboratories & Equipment Committee is responsible for ensuring laboratory facilities at Department of medical laboratories are meets the requirements for teaching and efficient laboratory practices. In MDL department we have five laboratories including: Hematology lab, Histology lab, Biochemistry lab, Anatomy & Physiology, and Microbiology lab.

8.1 Tasks and Duties

- ✚ Maintain laboratory and laboratory equipment (daily, weekly, and monthly).
- ✚ Apply safety requirements.
- ✚ Coordination of practical lectures – (practical scheduling for each lab)
- ✚ Create records for chemicals and glassware classification.
- ✚ Keep the main stock and inventory for consumable and book is constantly updated.
- ✚ Order reagents, laboratory teaching and demonstration tools upon faculty members' request.
- ✚ Updating relevant laboratories policies and regulations.
- ✚ Review and update standard operating procedures for laboratories (SOPs).
- ✚ Regular meetings with all members of the committee to ensure proper use of laboratories.
- ✚ Prepare a list of laboratory requirements for MDL department annually.
- ✚ Keep records of all laboratory documents and report to the Quality & program Committee.

MDL Faculty Members

No	Faculty Name	Degree	Specialty	Rank	Nationality
1	Dr. Sahar M. Aldosari	Ph.D	Molecular Genetics	Assistant Professor	Saudi Arabia
2	Dr. Badr M. Alshehri	Ph.D	Molecular Biology - Immunology	Associate Professor	Saudi Arabia
3	Dr. Mohammed Alaidarous	Ph.D.	Biotechnology	Professor	Saudi Arabia
4	Dr. Abdul Aziz Dukhyil	Ph.D.	Molecular Biology	Associate Professor	Saudi Arabia

5	Dr. Mohammed Alsaweed	Ph.D.	Molecular Biology	Assistant Professor	Saudi Arabia
6	Dr. Raid Sal. Al-Baradie	Ph.D.	Histology	Professor	Saudi Arabia
7	Dr. Saeed S. Banawas	Ph.D.	Microbiology	Associate Professor	Saudi Arabia
8	Dr. Wael Alturaiki	Ph.D.	Molecular Immunology	Associate Professor	Saudi Arabia
9	Dr. Soliman Alasaqaby	Ph.D.	Molecular Biology	Associate Professor	Saudi Arabia
10	Dr. Faiz Alghofaily	Ph.D.	Medical Microbiology	Assistant Professor	Saudi Arabia
11	Dr. Samy Almalki	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
12	Dr. Yehia Madkhali	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
13	Dr. Ayoub Alothaim	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
14	Dr. Ahmed Abdel-Hadi	Ph.D.	Molecular biology (mycology)	Assistant Professor	Egypt
15	Dr. Manikandan Palanisamy	Ph.D.	Microbiology	Professor	India
16	Dr. Shabir Ahmad Mir	Ph.D.	Biochemistry and Molecular Biology	Associate Professor	India
17	Dr. Kamal shaker	Ph.D.	Parasitology	Lecturer	Egypt
18	Mr. Rasheed Alsalhi	M. Sc.	Infectious Diseases	Lecturer	Saudi Arabia
19	Dr. Hadeel Alyuonbawi	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
20	Dr. Hind Albadrani	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
21	Allolo Aldorawish	Ph.D.	Molecular Immunology	Assistant Professor	Saudi Arabia
22	Dr. Nesrin Ghazi	Ph.D.	Histology	Professor	Jordon
23	Dr. Randa Ibrahim	Ph.D.	Microbiology (Molecular Mycology)	Assistant Professor	Egypt
24	Dr. Johra Khan	Ph.D.	Molecular biology	Associate Professor	India
25	Dr. Sadaf Jahan	Ph.D.	Microbiology	Assistant Professor	India
26	Ms. Hana Alanazi	M.Sc.	Medical Laboratory Sciences	Lecturer	Saudi Arabia

ORIENTATION

On the employee's first working day, he/she should report to the Human Resources Department. All matters relating to his/her employment, issues related to Iqamas (if applicable), personal documentation, arrangements for a medical examination, and receiving an identification card should be finalized.

Important terms, Procedures, tasks and Responsibilities

Punctuality and Commitment to the Official Working

Punctuality and commitment to official working hours is a must requirement at the department of nursing in order to ensure smooth progress of the department.

Cooperation

For the first three weeks of the semester, each course instructor is required to submit the student's attendance in terms of the number of students that attended each course. This is to be submitted by Thursday of each week. This is required for statistical purposes by the Quality Assurance and Academic Accreditation Unit of the Department.

Syllabus

There is a course specification for each course, which includes information and guidelines about the course. Each faculty member should follow the course specification and create a course syllabus based on it. This should be submitted to the course coordinator at the beginning of every semester and distributed it to students on their first class; it should include the following information:

- Name, email, office hours, and office number of a faculty member.
- Name and number of the course.
- Goals and objectives of the course.
- Required texts.
- Topics that will be covered.
- The division of grades (midterms, quizzes, research, presentations, projects...etc.)
- Any useful websites that are related to the course.
- In order to avoid misunderstanding, faculty members are advised to explain their way in managing the classroom e.g. attendance, assignment submissions, and makeup exams. Upon completion, a copy should be given to the Quality Assurance and Accreditation Committee.

Coordination

It is important to the department that the courses are unified regardless of who is teaching the course in order to achieve student justice, enrich the teaching

experience for faculty members, and enhance the quality of teaching and learning in the program. This results in making the students feel secure that they are receiving an equal academic experience, as well as making the faculty members benefit in which all of us -no matter how many years of experience- surely benefit from the exchange of expertise and experience and opinions about the content, teaching strategies, types of examination and grading. The main goal of coordination is to ensure that the learning outcomes set out in the course specifications are met. It also minimizes the gap between different sections of the same course, which is equally as important. It makes sure that the academic process, such as grading, follows the guidelines and goals in the course specifications and oversees what faculty and students are conducting in class that can help in reaching that goal. Thus, each course is assigned to a course coordinator whose responsibility includes the following:

1. To make sure that each faculty member responsible for a section is teaching it according to the course specifications created by the department. Moreover, to guarantee that each faculty member is working on the development of the goals and targeted skills.

2. To make sure that examination and other grading methods in different sections are similar (in terms of types of questions and level of difficulty).

3. To write a unified course report that includes what is mentioned in the course reports written by faculty members of the different sections.

4. To guarantee accurate and high-quality performance by conducting meetings with faculty members of other sections according to the following:

- Meetings should take place during the first week of the semester in order to discuss the syllabus and reach a common ground.
- Meetings should take place prior to midterms and prior to finals in order to make sure that the exams in the different sections are somewhat similar in terms of the type of questions and difficulty level.
- Meetings should take place after correcting the midterms and finals to make sure that all faculty members have consistent standards in relation to the course specification's goals and objectives, as well as to make sure that there is agreement on how the students from both sections are graded.
- If instructors are coordinators of courses they are teaching; they should also

share their exams with other instructors of the same course. Coordination is a learning platform which allows instructors to share their knowledge and exchange experiences in order to benefit from one another.

Course Reports: At the end of every semester, each course instructor is required to fill out a course report and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee. Faculty members should explain the teaching methods, techniques used, and any difficulties faced. They also should include the final results and how the grades are divided. Furthermore, they can suggest solutions to the problems faced in order to improve the teaching and learning experience.

Course Files: The National Commission for Assessment and Academic Accreditation (NCAAA) requires the preparation of a course file, which is instrumental in achieving continuous review and improvement of the courses. Course file contains 17 sections and provide a detailed insight to the course having 17 course specifications, course report, teaching material, sample exams, ILO Assessment plan, student's evaluation, detailed semester result etc. At the end of every semester, each course instructor is required to fill out a course File and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee in order to ensure high quality of students learning experience, continuous improvement of the educational material is essential.

Schedules: In the first week of each semester, faculty members are expected to have a copy of their schedule signed by the Head of the department and the Dean of the college and hung on their office door that includes: courses taught, section number, time and place of each lecture, office hours and academic advising committees they are involved in.

Electronic Services

- **Official Email:** Each faculty member is provided with an official email address at mu.edu.sa platform which can be accessed by login through Outlook.

Faculty Services

Access [https:// edugate.mu.edu.sa/mu/init](https://edugate.mu.edu.sa/mu/init) to include all information related to faculty members e.g. teaching load, academic advising, salaries etc.

Blackboard

"Blackboard" is an online system, which both faculty members and students can access. On their blackboard page, faculty members can upload information about their courses (e.g. syllabus, slides, handouts...etc), create a discussion forum for students, and post assignments and quizzes.

Website: <https://lms.mu.edu.sa>

Electronic and Technical Support

<https://eservices.mu.edu.sa/>

Laws:

Please visit Kingdom of Saudi Arabia Ministry of Civil Service website for information about the rules, rights and obligations.

<http://www.mcs.gov.sa/ArchivingLibrary/Pages/default.aspx>

Position:

Means the grouping of duties and responsibilities assigned by an appointing authority that comprise a job to be performed by one employee for a wage. A position may be temporary or permanent, occupied or vacant.

General administrative duties and responsibilities:

- 1- Identify the vision, mission, values and strategic goals of the department, college and university.
- 2- Implementation of the relevant areas of the strategic plan of the department, college and university.
- 3- Adhere to all policies and procedures applied by the department, college and university.
- 4- Providing administrative assistance to the department, division or course in which he is studying.
- 5- Attending and actively participating in department council meetings.
- 6- Contribute effectively to committees and units in the department, college and university.
- 7- Contribute to the development and quality surveys conducted by the college or university.
- 8- Take the lead in proposing programs, policies and plans to improve performance in the work environment in the college and university.

Research tasks and responsibilities

- 1- Observing and complying with the ethical guidelines approved by the college and university related to scientific research
- 2- During all steps and aspects of research activities.
- 3- Conducting scientific research and studies in the field of his professional specialization.
- 4- Practicing and encouraging a culture of team and collaborative work with colleagues in the research environment.
- 5- Seeking to publish his research work in peer-reviewed and prestigious scientific journals.
- 6- Presenting his research work in prominent scientific meetings.
- 7- Clarifying his affiliation with the college and university in scientific publishing or delivering lectures.

Duties and responsibilities towards society:

- 1- Participating in community service activities and providing advisory services entrusted to him by the college or university.
- 2- Taking into account and raising the main problems related to society during his research activities, especially those related to his field of specialization.
- 3- For fruitful love and sincere respect to prevail among citizens, the faculty member is faithful to the entity of the homeland and the unity and cooperation of its children. He works hard and all of them, and between them and those in authority among them, in order to achieve the security and stability of the homeland, to enable its growth and prosperity, and to ensure its reputation and status among the noble human societies.
- 4- Participation in continuing education activities that target community members as determined by the college or university.
- 5- Strengthening the bonds of trust between the college and the community.
- 6- It connects what it presents with the society's culture and aspirations.

Ethical duties and responsibilities:

- 1- A faculty member must comply with all ethical principles and standards of conduct set by the college and university in all academic and non-academic activities. An example of such ethical responsibilities.

- 2- Contribute effectively to advancing the mission of the college and university by maintaining the highest levels of teaching and scientific research.
- 3- Contribute effectively to achieving the strategic goals of the college and university.
- 4- Adherence and commitment to the core values of the college and university
- 5- Showing respect for students as individuals and taking into account the faculty member's role as a role model and academic advisor for them.
- 6- Taking into account fairness and justice when dealing with students, colleagues in the profession, and employees, and avoiding any word or action that discriminates between them on personal or arbitrary grounds.
- 7- Practicing intellectual honesty while performing academic and non-academic duties and responsibilities
- 8- Respecting the special nature of the relationship between a faculty member and a student, and avoiding any exploitation or harassment of students or biased treatment against them.
- 9- Protect the academic freedom of students, and avoid insulting or discouraging them because of academic performance or asking questions.
10. Evaluate the students on the training steps and course requirements without any unjustified delay, and provide regular reports to the students themselves on their academic performance.
- 11- Avoid aspects of fraud in scientific research, including: fabrication, forgery, plagiarism from research publications, theft of research data from others, or any other practice that deviates from the accepted standards within the research community, whether during research proposal or conduct or publish it.
- 12- Protecting the reputation of the college and the university by maintaining professional standards and avoiding any words or actions that may harm its reputation.
- 13- Observing freedom of expression and showing respect for the opinions of others during discussions and exchanging ideas.
- 14- Avoid exploiting the name of the college or university in order to obtain personal benefits and interests.
- 15- Disclosure of any financial interests in companies or commercial establishments that provide services or products to the college or deal with it financially in any way.
- 16- Observing official working hours and refraining from working for any entity outside the university without obtaining prior approval.
- 17 - Contribute to preserving university property and avoid any action that may lead to waste or misuse of university resources.

Rights and Privileges

The followings are rights and benefits obtained by the employee in accordance with the civil service laws and regulations.

1. Salary
2. The Employee shall be entitled a salary indicating in the salary scale according civil service laws starting from the first day of working.
3. The employee shall be recruited to the first category of the job rank. If his salary upon recruitment is similar or exceeds that of this category, he shall be given the salary of the first category that exceeds the assigned salary.
4. In case of recruiting employee who quits his job to the same job, he shall be given the same category. However, if he returns to lower job category, he shall grant the salary of the next category he was occupying. So if his salary exceeds the category of the last salary in his scale, he shall grant this scale.

Annual raise

The employee is granted regular raise according to the salary scale of the civil service law. He promoted to the next category of the same rank. This promoting is done at the beginning of hijri year.

Leaves

The employee shall be given, according to rules and regulations, different types of leaves as follows:

1. The annual leave

The regulation of leaves, the decisions of the civil service board and related regulations have regulated employee's leave as follows:

1. The employee shall be entitled an annual leave for thirty six days on each year of service with a full salary depending on his last salary. The employee's salary may be paid in advance if the period of his leave is a month or more.

2. The employee may enjoy his leave for a period or more with a minimum of five days for the period.

3. The leave shall not extend for more than once.

4. The annual leave must not postpone more than three years; the administration should give opportunity to all employees to take advantage of their regular leaves through yearly schedule that consistent with the work requirements.

5. The employee can carry forward the annual leave. But he can't carry forward more than 90 days a year. The employee who serves for at least 25 years or who is fifty years old or more, can enjoy his credited annual leave if it doesn't exceed 120 days during the year.,

6. The employee does not deserve regular leave about the following periods.

- A period of exceptional leave.
- A period of suspension and the like once found guilty.
- A period of study leave.
- A period of paid or unpaid absence if he is terminated at the end of the absence period.
- A period that spent in the jail to implement a judgment against him.

7. The university can deduct the absence days of the employees from his credited annual leave if he presented accepted excuse to the body. However, if he doesn't have credited annual leave, it should be deducted from his salary. The hours of absence and departures of work are calculated based on this rule.

8. The contracting staff is granted (45) days. The leave is deserved for part of the academic year when deemed suitable. The expatriate earns a full leave if his contract was effective a month following the signing of the contract with the University. The University Council is entitled to change the duration of the annual leave according to the academic calendar requirements.

9. The University is entitled, in exceptional cases, to break the employee's regular vacation.

2. Emergency leave

1. The university administration has the power to grant the employee an emergency leave in the case of an emergency. Such a leave is not of the employee's granted benefits, but it is rather bending on the university president's direct confirmation.

2. Emergency leave should not exceed a period of five (5) days during the fiscal year.

3. The administration of the university grants the contracting employee an emergency leave not exceeding a total of ten (10) days per year with full pay, and is deducted from his annual leave, and no tickets are due.

4. Procedures of granting an Emergency leave:

- The employee who wants to be granted an emergency leave should fill a request form and submit it to his head showing and explaining the reason for requesting the leave.
- The leave request form is transferred to the Department of Personnel affairs after the approval of the direct head.
- Once the administration of staff personnel makes sure of employee's entitlement to such a leave, a direct decision is issued to grant the leave by the authoritative part.
- The employee is informed with the approval of the requested leave, and the form will be saved in his/ her file. In the case of non-approval (leave rejection), the request is re-directed and returned to the direct head to inform the intended employee.

3. Sick leave:

The provisions of sick leave are clustered as follows:

1. An employee is entitled to a sick leave not exceeding (two years) during the period of (4) years of service, and it is patterned in accordance with «the following:

- The first six months full pay.
- The next six months, at half salary.
- The third six-months, at quarter of salary.
- The fourth six months without pay.

2. If the employee has one of the serious diseases prescribed by a consultant specialist doctor, he/she will be entitled to a sick leave during (4) years in the following order:

- The first year with a full salary.
- The following three months, at half salary.
- The six months that follow the above mentioned without pay.

3. The four years do begin ever since the date of work disruption.

4. If the employee is diagnosed as having a serious illness- by a medical report from a specialist party- after granting a sick leave, salary shall be modified and calculated from the starting date of the leave.

5. If an employee sustains a work injury or occupational disease due to work and without a deliberate error committed by the employee, and preventing him/her from performing his/her work duties, he/she shall be entitled to a sick leave not exceeding one year and a half with a full salary instead of the sick leave provided in the terms nom. (1.2). This should be approved by a medical report as stipulated in the regulations of reports for granting sick leaves.

6. An employee with a renal failure is entitled, in addition to the leave referred to in the term nom. (1) of this Article, to a full pay vacation for the days of undergoing dialysis, and upon a report from the medical part responsible of treating him/her.

7. If the employee has not been able to work directly after the end of his/her sick leave specified in the terms nom. (1.2) above, his/her services will be terminated for failing health for work.

8 Salary for sick leave is paid in advance, providing that the leave should not be less than one month. If the patient died during his vacation, the salary will not be refunded.

9. If the medical General Commission determines the need to send the injured employee, because of work, outside the kingdom, it specifies the time needed for treatment and ensures the expenses of traveling.

However, the expenses of treatment are paid for a period not exceeding one year and a half, and it is not allowed to extend this period unless there is a medical report from the Medical General Corps, for a similar period only.

10. If the Commission determines the medical necessity for the presence of a companion for the patient, or the companion is a «legitimate Mahram», the patient companion will be then entitled for full traveling and accommodation expenses which are as much the allowances of sixth grade staff if they are sent to the country in which he/she will receive treatment.

11. The provision of the ninth term applies to the patient employee to whom the Medical General Commission determines the necessity of treatment in a country other than that he lives in, and the need for a companion.

12. The specialized medical parties granting sick leaves are recognized as the following:

- Hospitals and health centers of the Ministry of Health.
- Governmental (public) specialized hospitals.
- School Health.
- Hospitals, private clinics and clinics complex authorized by the Ministry of Health.

13. The jurisdiction of the doctors in granting sick leaves is as follows:

- A maximum of three days from the date of disruption, to a hospital doctor, health center doctor or health unit doctor, and may be extended to another three days.
- A maximum of seven days from the date of disruption, to a hospital specialist doctor whose signature has to be certified by the director of the hospital, and the extension may be in the range of seven more days.
- Above seven day, and up to thirty- day leave is a two doctor specific; one of whom is a specialist and whose signatures have to be certified upon by the director of the hospital. Shall the sick leave exceed a period of thirty days; it needs to be considered directly by the General Medical Corps (commission).

14. An employee who has an illness preventing him from performing his work duties on a temporary basis is entitled to:

- A sick leave of one month's full pay, and may be extended for another two months at half salary.

- A sick leave is not granted if the injury or illness occurred during the presence of the contracting employee on vacation outside the Kingdom.
- Shall a disease be due to work duties, the employee is then entitled to twice as much the sick leave accrued. To prove the disease and determine the duration of the leave, rules and regulations prescribed for the Saudis are followed.

Procedures for Granting Sick Leave:

- The employee shall inform his immediate superior personally «or by telephone».
- The entitled unit in the party / college fills out a medical examination requisition form; then, it is directly given to the employee.
- The employee contacts any medical specialized side officially recognized.
- The medical specialized party prepares its medical report after the medical examination conducted.
- The medical report is next delivered to the entitled unit in the party / college to follow the rest of procedures.

4. Escort (Accompanying) leave:

If the employee has to accompany one of his relatives for treatment, he/she shall be allowed to attain the advantage of his/ her regular vacations balance. Moreover, if the accompanying required period is more than the due normal vacations, then he/she can take an extra vacation and it will be dealt with as a paid escort or accompanying leave, and according to the following conditions:

- The patient has to be a son of the employee, one of his dependents like his parents or his brothers.
- The General Medical Committee for those treated abroad, or the director of the hospital and a doctor for those treated inside the country should point out the necessity of the availability of a companion for the patient. Still, the Committee should also indicate and specify the entire planned duration of treatment. In addition, the employee is merely entitled to an escort leave if he is a legitimate mahram for the patient treated overseas or in a country other than where he is staying.

5. Maternity Leave:

1. Saudi Female Employees:

- An employee is entitled to a maternity leave at full pay period of (60) days.
- If an employee prefers a full-time infant care, she may earn a period or periods of maternity leave of 3 years as maximum during her whole service in the government at a quarter of the salary after the end of maternity leave; and she is paid at least a sum of 1500 SR per month.

2. Non-Saudi Female Employees:

Under the recruitment laws and regulation at Saudi universities, a non-Saudi female contracting employee is entitled to a maternity leave with a full pay period of (45) days.

6) Mourning Leave:

1. A Muslim contracting female employee is entitled to a legitimate mourning leave of (four months and ten days) in case of death of her husband.
2. The non-Muslim female employee serving on contract basis shall be allowed a one month paid leave in the event of the death of her spouse.

7. Exceptional Leaves:

1. It is permitted – as per a resolution issued by the Director of the University – to allow an Exceptional Leave to the employee, given that justified reasons are being submitted, for a period no more than one year. This leave shall be an unpaid leave and may be allowed in (5) years of service whether continued or interrupted.
2. The Minister of Civil Service may extend the said leave for a period no more than another one year.
3. The leave mentioned in Item no (1) shall not be counted as part of the service years.
4. The steps to be followed for allowing an Exceptional Leave:
 - The employee willing to apply for the Exceptional Leave shall submit application with same justifying therein the reasons for the application and enclosing the required documents therein.

- In the event the employee has previously been issued an Exceptional Leave, the employee is still required to fill the application for the Exceptional leave.
- In the event the Direct Supervisor of the employee has approved the application, the same shall be transferred to the HR Department. While in the event the Direct Supervisor does not find the reasons submitted for the leave justifiable, the same is to be informed to the applicant.
- The HR Department shall review the application as per the rules and shall then submit the same application to the Director of the University.
- The Resolution to allow the Leave shall be prepared based on the approval of the Director of the University. Otherwise, the application shall be returned to the Direct Supervisor of the applicant to inform him/her with the justifications.

8. The Holiday of the two Feasts:

1. The Holiday of Al Fitter Feast shall start on Ramadan 25th and shall end on Shawal 5th.
2. The Holiday of Al Adha Feast shall start on Thil Hijja 5th and shall end on the day 15th of the same month.
3. When the holiday of any of the feasts falls on Sunday, the holiday shall commence on the weekend prior to this holiday. When the holiday of any of the feasts expires on a Tuesday, the holiday shall expire at the end of the following weekend.

9. The Holiday of the National Day of the Kingdom:

1. The National Day of the Kingdom falling at the beginning of the Hijri Year corresponding to December 23rd of the Calendar Year shall be an official holiday.
2. In the event the National Day falls on Sunday, the holiday shall fall on the following Sunday. In the event the National Day falls on Friday, the holiday shall fall on the proceeding Thursday.

10. Educational Examination Holiday:

The employee may absent him/herself from work duties having a paid leave for a period sufficient to attend study exams provided that the employee shall submit an evidence to prove attending the exam and the duration required for the same.

11. Educational Holiday:

1. The employee maybe eligible to be on an unpaid Educational Leave in the event he/she pursues a degree not less or is equivalent to High School. The above shall be applicable provided that:

- The employee has spent (three years) in service and has received a performance appraisal degree not less than Good.
- The field of study pursued is of relevance to the employer.

2. The Government Employer of the employee being on Educational Leave shall follow up on the study progress. In the event of any interruption, the Government Employer may stop the Leave. In the event of any special circumstances interrupting the study, the employee may return back to service once the approval of the Employer is granted.

3. In the event the purpose of the Educational Leave has been given to serve is not being fulfilled, the period of the Educational Leave shall not be counted for employment or promotion purposes.

12. Approval to Perform Relief Duties:

The employee may absent him/herself from work duties to take part in relief or Civil Defense duties being full paid for the same for no more than 45 days a year while adhering to the related regulations set by the Civil Defense Council for this purpose.

13. Scholars Leave:

Scholars from amongst Government employees whose experience is being sought by Literature Centers may absent themselves from work duties to participate in conferences, seminars and lectures held in different parts of the Kingdom whenever such participation is approved by the party or the board that oversees holding such activities. The assignment period taken by the Scholar for this purpose shall not affect his/ her total leaves while the total leave period taken in this regard shall not exceed

thirty days a year. The party or the board that oversees holding such activities shall inform the Employer of the participant taking in consideration allowing a convenient time prior to the date of the event held.

The Transfer:

Employee maybe transferred from one department / institution to another when an opening is available and only when the employee has the competencies required filling the position to be transferred to. The above transfer shall be performed while adhering to the provisions listed in the Civil Service Regulation in this regard.

Termination of Service:

1. Termination of Service for Saudi Citizens:

The Civil Service Regulation and the Rules emanating from has listed the reasons justifying the termination of the Saudi citizen as below:

1. Resignation.
2. Request submitted for early retirement while adhering to the terms of Retirement Regulation in this regard.
3. Cancellation of the position held.
4. The employee has reached the legitimate retirement age while his/her service has not been extended as per a special resolution issued from the related authority for the same.
5. Physical Incapacity.
6. Unjustified absenteeism from duty or not abiding to the transfer resolution.
7. Termination for violating discipline rules.
8. Termination due to a Royal Decree or a resolution issued by the Cabinet.

2. Termination of Employees on Contract Basis:

The Employment Regulation for non-Saudi citizens employed at universities has determined the following termination rules for those nationals:

1. The expiration of the work contract without being renewed.

2. The expiration of the work contract prior to the due date as per the below cases:

- The contracting employee acquiring Saudi citizenship.
- Acceptance of his or her resignation.
- Insistence of the contracting employee to resign without acceptance of the resignation by the University.
- Absence from work without a legitimate reason acceptable by the university for a continuous period of over fifteen days or a total of 30 non-continuous days. If the university terminates the contract for any of these two reasons, then the employee will be treated as though he has insisted on breaking the contract without the university's agreement.
- Cancellation of the post.
- Permanent disability which results in the employee being unable to perform his duties.
- Inefficiency of the contracting worker.
- A poor level of work.
- Disciplinary dismissal by a university resolution.
- Requirement for the good of the public.
- A Sharia judgment is imposed on the employee or if the employee commits an immoral or dishonest crime.
- If a sickness period exceeds the sick leave period specified in the Article.
- Death of the contracting worker.

The executive rules for the external teaching cooperation

1. Revising the former guidelines of the academic timetables in colleges and to make up any shortage and, therefore, informing the colleges to act accordingly for general benefit and especially the benefits for students: including the timing, fair distribution of lectures, and to deal with the courses in a scientific manner.
2. Periodically receiving the timetables from colleges before the beginning of each academic term within at least two weeks and the colleges should inform the

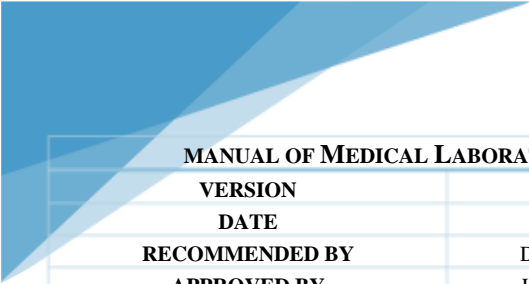
committee with any relevant changes either before the beginning of the academic term or during the term itself. The committee is to examine these timetables according to the distribution criteria either regarding the full time faculty member or those entitled with additional tasks to be considered in distributing the teaching hours.

3. Studying any remarks in the timetables concerning the allotment of teaching hours and identifying the reasons and justification and to submit the case to the university rector thereby cooperating with the follow up administration.
4. Seeking balance and equity in hours allotment for the teaching staff or the like in the light of the relevant regulations.
5. Studying the external cooperation requests which are connected with the main faculty members' timetables and the real need for cooperation which is based on the real shortage of faculty members due to lack or shortage in recruitment or the exceptional leave or alike. The colleges should submit the external cooperation requests attached with the teaching timetables to this committee before the beginning of each academic term in not less than two weeks before the beginning of the exams of the ongoing term and the consequences of delay will return to the delayed college and the University Rector will be informed with any relevant delay.
6. Examining the urgent external cooperation requests from colleges and the committee should submit at once its suggestions to the University Rector.
7. Studying the college's requests concerning extra hours for their teaching staff when there is a need for this according to their timetables, departments, and courses and the committee issues its recommendations accordingly.
8. Seeking to entrust the teaching staff to teach the same course in other nearby colleges that are not far away from the main college or in other provinces.

Link for Human resource Department Forms

<https://www.mu.edu.sa/en/node/4437>

**For contact and further
details:**



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