

*In the Name of Allah the Most Gra-
cious, the Most Merciful*

Vice Rectorate for Development and Quality
Information and Statistics Directorate

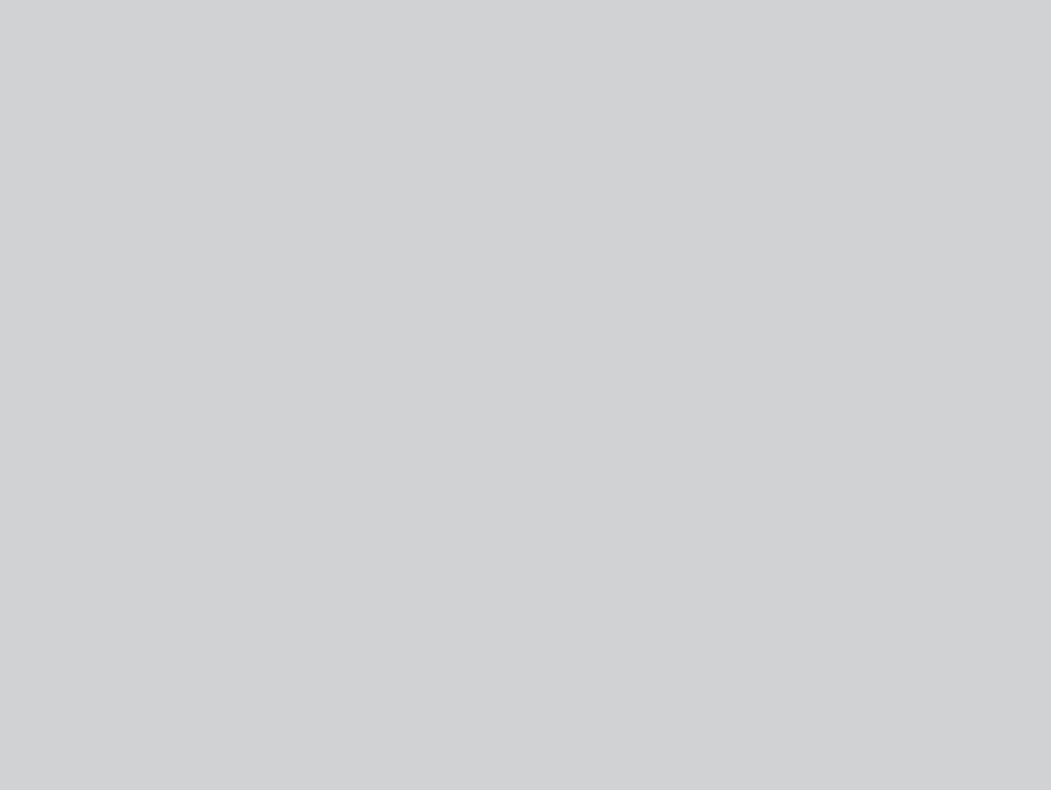
Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
Vice Presidency for Development and Quality
Information and Statistics Directorate



Organizational Manual

King Saud University

1431 H- 2010





The Custodian of the Two Holy Mosques
King Abdullah bin Abdulaziz Al Saud
May God protect him



HRH Prince Naif bin Abdul Aziz Al-Saud
Second Deputy Prime Minister, Minister of The Interior
May God protect him



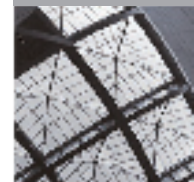
HRH Crown Prince Sultan bin Abdul Aziz Al Saud
First Deputy Prime Minister and Minister of Defence and
Aviation and Inspector General.
May God protect him

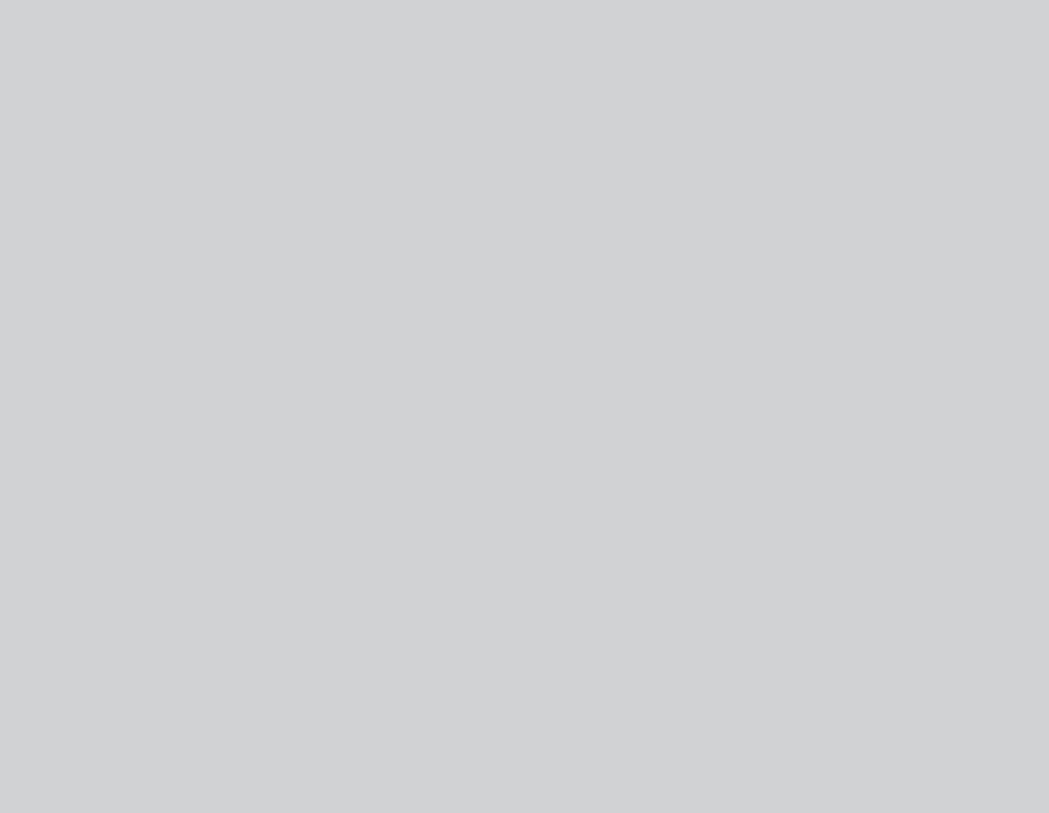
Contents:

Introduction.....	9	Deanship of Library Affairs.....	85
Preamble.....	11	Deanship of Scientific Research.....	88
Organizational Structure of the University	13	Council of Scientific Research Deanship.....	88
History, King Saud University.....	16	The Administration of International Cooperation and Scientific Associations.....	91
King Saud University: Objectives and tasks	19	Academic Publishing and Press.....	93
University Rector.....	22	Scientific Council and the Secretary of University Council.....	95
Rector's Office	22	Prince Sultan Center for Environmental Research, Water, and Desert.....	96
General Director of Rectors Office	22	Seismic studies Center.....	98
Rectors Advisor for Construction and Strategic Projects	24	King Abdullah Institute for nano –Technology.....	100
Executive Director(Business sector & University Endowments)...	26	Riyadh Technology Valley.....	101
Preparatory year Deanship.....	28	Scientific Research Chairs Program.....	102
General Administration for Media and Public Relations.....	30	International Twinning Program.....	105
Legal Department.....	32	Intellectual Property Right Program.....	106
Prince Salaman entrepreneur Center	34	Programs associated with the National Plan for Science and Technology	107
Financial Controller (Director or Manager).....	36	Attracting Outstanding Faculty and Researchers Program.....	108
Supervisor: Prince Sultan Institute for Advanced Technological Research.....	37	The fellowship program.....	109
Internal Auditing.....	39	Prince Sultan Bin Abdulaziz International Program for Distinguished Research Scholarships.....	110
University Vice Rector.....	42	Independent Research Programs.....	110
Assistant Vice Rector.....	48	The Vice Rector for Educational and Academic Affairs.....	114
The Deanship of Faculty and Personnel Affairs.....	49	Assistant / Vice Rector for Educational and Academic Affairs.....	117
College Member Affairs Division.....	50	Deanship of Student Affairs.....	119
Deanship of e-Transactions and Communication.....	54	Deanship of Admission and Registration Affairs.....	121
General Administration of Planning, Budget and Follow-up.....	57	College of Arts.....	123
Procurement and warehouses department.....	59	College of Engineering.....	126
Financial Department.....	61	College of Education.....	129
Transportation Department.....	64	College of Architecture and Planning.....	132
Warehouses control Department.....	66	College of Science.....	134
University Estate Department.....	67	The College of Computers and Information.....	137
Administrative Communication Center.....	69	College of Administrative Sciences.....	139
University Project for the people with special needs.....	71	College of Applied Studies and Community Services.....	142
King Khalid university hospital.....	72	College of Law and Political Sciences.....	145
King Abdualazez university hospital.....	74	The college of Food Sciences and Agriculture.....	148
University Vice Rector for Graduates Studies and Scientific Research.....	78		
Deanship of Higher Studies.....	82		

Contents

College of Linguistics and Translation.....	151	Assessment & Accreditation Management.....	230
Teachers College.....	154	Vice Rector for health Specialties.....	234
College of Physical Education and Sports.....	157	College of Medicine.....	236
Community College in Al-Riyadh.....	159	College of Dentistry.....	239
College of Tourism and Archeology.....	161	College of Pharmacy.....	242
Arabic Language Institute	163	College of Applied Medical Sciences.....	245
Vice Rector For Projects.....	168	College of Nursing.....	247
Vice Rector For Projects Assistant for Operatioanal affairs.....	171	College of Health Sciences For Males (Riyadh).....	249
Deputy for Operational Affairs and Supporting Services.....	173	College of Health Sciences for Women (Riyadh).....	250
General Administration for Operational Affairs and Supporting Services.....	174	Prince Naef Center For Medical research.....	252
University Safety & Security Dept.....	174	Education, Learning and Calibration in Health Colleges.....	252
Housing Department.....	176	Bridging Program.....	253
Staff and Employees Club.....	178	Students Guidance Program.....	253
General administration of projects.....	179	Vice Rector for Knowledge Exchange and Technology Transfer....	256
General Directorate of Studies and Design.....	181	Translation Center.....	258
Implementation and Supervision Department.....	183	Centers of Research Excellence Program.....	259
Maintenance Department.....	185	National Center for Youth Studies	261
Non-Academic Maintenance Supervisor.....	188	Riyadh Knowledge Corridor Program.....	261
Department of Maintenance for Housing of Staff and Faculty Members.....	191	Knowledge Society Program.....	263
The Department of Public Services and Utilities.....	192	Nobel Laureates Program.....	264
Riyadh Housing.....	195	Population studies Center.....	265
Landscaping and Gardening	196	The center of university studies for Girls.....	266
Quality Unit.....	199	Creatives Program.....	271
Vice Rector for Development and Quality.....	202		
Assistant/Vice Rector for Development and Quality.....	204		
Deanship of Skills Development.....	206		
Deanship of E-Learning and Distance Education.....	208		
The Deanship of Quality.....	210		
The Deanship of Development.....	214		
Studies and Development Management.....	217		
Information and Statistics Management.....	217		
Development Planning Management.....	220		
Follow-up Management.....	221		
Documents Center.....	223		
King Abdullah Institute for Consulting and Research.....	229		





Introduction

Introduction

The University, during its current drive towards quality and excellence, considers carefully the need to rebuild its administrative structure in an orderly and clear shape. This move is not look to as an administrative luxury, but is a necessity at this specific stage, in which the functions of the university has increased significantly. This has necessitated the re organization of the administrative body in an efficient manner, through the creation and restructuring of the existing departments and careful division of labor to ensure achievement of the goals.

By this organization the University is actively doing what it takes to respond to an era of global competition and to achieve a leap in academic and administrative work for the advancement of university, and to organized a unique model of the educational institutions that are concerned to achieve development and quality.

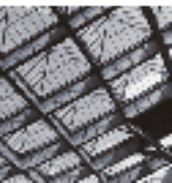
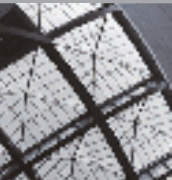
Given the importance of the administrative structure, the University Rectorate for development, and quality has adopted the dissemination of an organizational manual prepared by the

department of statistics and information deemed to be a reference for whoever concerned, to learn the administrative organization. The manual includes the university name, historical profile, objectives, its organizational structure with the basic and minor divisions. It shows as well the reporting inter-relations, scope of supervision and number of administrative levels. The manual provides an idea about the different positions with illustrated diagram of the organizational chart for each unit to bring out the administrative divisions, objectives, functions, competences, reporting relations in combination with the administrative and academic tasks for each of the college council and the section council in accordance with the regulations and bylaws of the council of higher education and universities.

We hope this manual with the will of God is of benefit and interest for the realization of effectiveness in administration and the eradication of overlapping and multiplicity to achieve our higher goals.

I ask the God facilitation and help for all.

University Rector
Prof. Abdulla A. Al-Othman





Preamble

Preamble

Organization is the tool that achieves the objectives of universities. Organization as well is a continuous process, advanced and renewable one all the time. When constructing any educational or administrative organization, it is inevitable to design an organizational structure for any entity and then, it may perform its tasks and obligations for which it was established.

Therefore, the organizational structure of King Saud University has been the general framework that highlights organizational relations between its academic and administrative units of which it is composed. These units do carry out activities and works required to achieve goals and objectives so that boundaries of responsibilities are identified between the different sections and divisions.

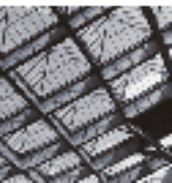
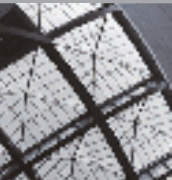
For the manager of any educational institution to achieve its objectives, it is inevitable to provide him with authorities, powers and responsibilities quite clear and specific. To do so, he seeks assistance from other individuals who are characterized by skills, abilities and competence to act under his supervision pursuant to the organizational structure and in accordance with the regulations and laws in addition to provide such individuals some powers and competence or tasks to empower them perform their duties and implement assumed works.

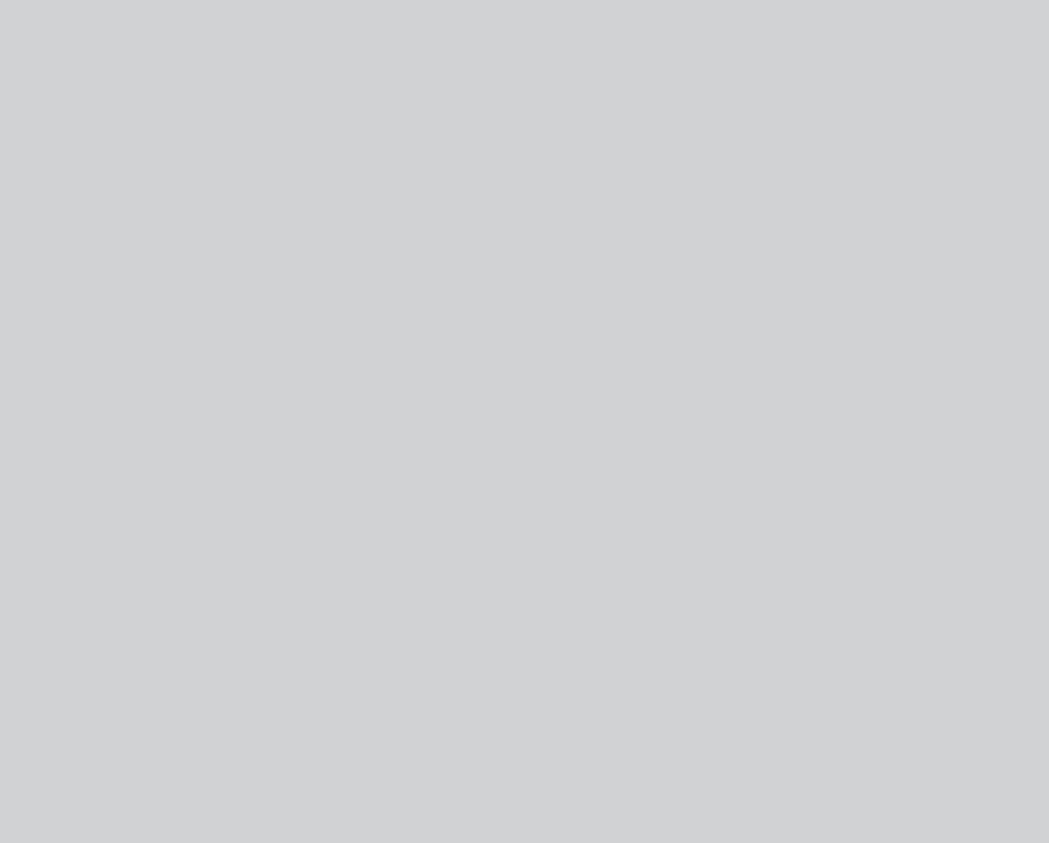
The organizational manual of King Saud University which was prepared by the department of statistics and information at the University rectorate for development and quality is considered a master manual and an important instrument that may be referred to by whoever interested or concerned to know the administrative organization of it or when occurrence of discrepancy or dispute in the functions of the departments and units. It is also a reference primarily when problems or interferences arise during the implementation of duties between different departments and units.

The organizational structure of King Saud University, is the general framework that Shows the organizational relationships between the various academic and administrative units, and describes the activities and actions required to achieve its objectives. It Shows lines of responsibilities between different departments and units, help to clarify lines of responsibility of officials and defining what is required of them.

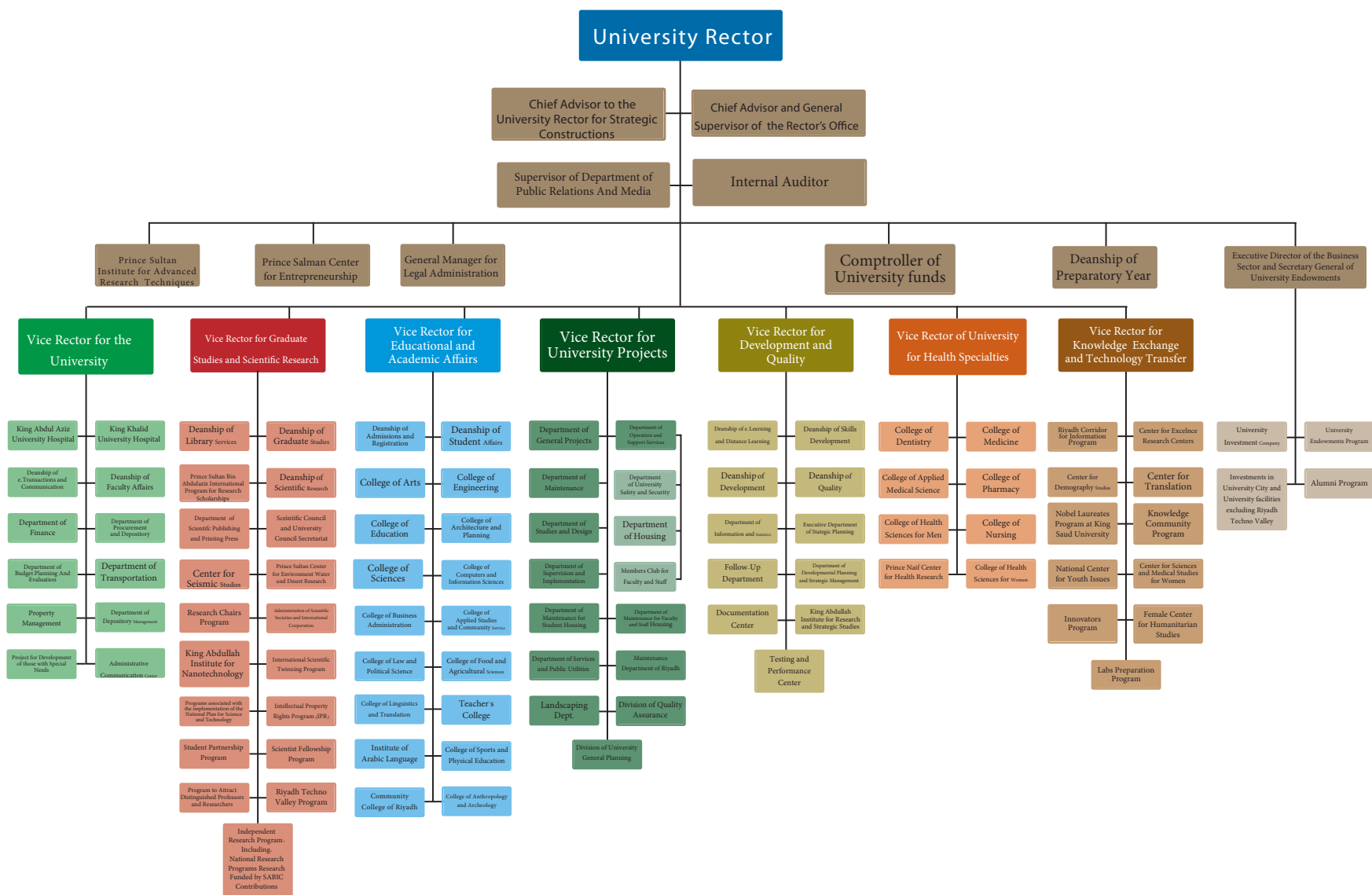
God may grant us success though art the leader to the right path.

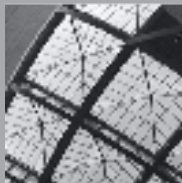
***Vice Rector For Development and Quality
Prof. Hamad Mohammed Al-Sheikh***





Organizational Structure of The University





History, Objectives and tasks of King Saud University

Historical Background

King Saud University (KSU) was established in accordance with the dictates of Royal Decree no. 17 of 21/4/1377H (1957). The actual study started in the College of Arts in the academic year 1377/78. Since that time, KSU went through many stages of developments, and its administrative organization received meticulous attention. Over a period of twelve years, the university enjoyed the endorsement of three Royal Decrees which grounded its Statute.

Royal Decree no. 112 of 26/12/1380H recognized that: King Saud University is an independent legal character, with a budget of its own, responsible for higher education, promoting scholarly research, and advancement of sciences and arts in the country. Naming the Minister of Education as the President of the university, the Statute ordered that the University have a Vice President and Secretary General, and that each college and institute have a Dean, Vice Dean, and a council..

Royal Decree no M/11 of 8/5/1387H enforced the Statute of the University of the University of Riyadh (currently King Saud University), rescinding all earlier statutes, bylaws, and regulations. Of the main landmarks of the new Statute is the creation of the Higher Council of the University as one of its administrative powers. The membership of the new council includes two active or inactive university Presidents, two faculty members who had assumed such positions outside the country, or two native leading intellectuals.

The Higher Council of the University is the dominant power over the university affairs: it draws out policies, issues decisions to implement and achieve the objectives of the university (especially those pertaining to the creation of new colleges and departments), proposes budgets, and systems of faculty salaries, annuities, and financial awards.

Royal Decree no M/6 of 28/1/1392 superseded the Statute of 1387. With the new Statute, the membership of the Higher Council of the University includes five active or inactive university Presidents, or native leading intellectuals. To the council are also added the University Secretary General and two other non-university members. Again, the Statute dictates the creation of an Academic Council overlooking scholarly research and studies. The Higher Council of the University issues the bylaws governing the number of the Academic Council's members, responsibilities, and powers.

These decrees were issued in response to the growing and widening needs of the university as the establishment of new colleges started. Between 1378-1380H, three colleges were established: the College of Sciences, College of Business (now the College of Public Administration) and the College of Pharmacy. In 1381/1382H women were first admitted into the College of Arts and the College of Public Administration.

Five years later (1385/1386H) the College of Agriculture was established. In the same year the College of Engineering and College of Education, having been under the Ministry of Education in cooperation with the UNESCO, were annexed to the University. A year later (1389/1390H) the College of Medicine opened. In 1394/1395H the Arabic Language Institute was inaugurated to serve non-Arabic speakers. At this time dean-ships of Admission and Registration, Students Affairs, Libraries were also established.

Again, a year later (1396H) the College of Dentistry and the College of Applied Medical Sciences were added to the Riyadh campus, while launching at the same time the Abha based campus with the College of Education. In 1398H the Graduate College assumed its office in supervising and organizing all graduate programs in the various departments of the University.

At Abha, the College of Medicine was established according to Royal Order no. 3/M/380 of 29/2/1400H and was added to the University according to Royal Directive no. 15128 of 29/6/1400H. Formal study there started in the academic year of 1401/1402H.

In 1401H another branch of the University opened at Qassim with three colleges: Agriculture, Veterinary Medicine, and Economics and Administration. Formal study started in 1401/1402H academic year.

In 1402H, celebrating its 25th anniversary, the University of Riyadh went back to its original name of King Saud University at the orders of King Khalid bin Abdulaziz. In that year, too, the Deanship of Community Service and Continuing Education replaced the Center for Community Service, and King Khalid University Hospital (KKUH) was formally opened.

Two years later (1404H) two other colleges were created: the College of Computer and Information Science Sciences and the College of Architecture and Planning. Later, in 1411H, the Institute of Languages and Translation was established to be turned four years later into the full-fledged College of Languages and Translation.

In 1414 the Royal ratification of the System of the Council of Higher Education and Universities was issued dictating that each university form its own Council which attends to its academic, administrative, and financial affairs, and carries out its general policy.

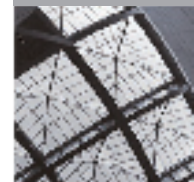
In 1417H the Council of Higher Education issued its decision no. 1282/A approving the creation of the Center for Consulting and Research which was renamed King Abdullah Center for Consulting and Research.

In 1418H Royal Decree no. 33 dictated the creation of a King Saud University Community College in Jazan, as well as the establishment of the College of Sciences at the Qassim campus.

In 1419H Royal Order no. 7/78/M of 11/3/1419 decreed that King Khalid University be created in the south. The branches of Imam Islamic University and of King Saud University consequently formed the new university. In the same year, after the issuance of the unified regulations for Graduate Studies at Saudi universities, the Graduate College became the Deanship of Graduate Studies, and the Deanship of Academic Research was established in accordance with the dictates of the System of Academic Research issued that year.

In 1421H the College of Medicine was established at the Qassim campus, and the Deanship of Community Service and Continuing Education was turned into the College of Applied Studies and Community Service.

In 1422H, the Community College in Riyadh was inaugurated according to the Cabinet Council no. 73 of 5/3/1422H. During the academic year of 1423/1424 the College of Science at Al-Jouf was established. That same year the College of Engineering was opened at the Qassim campus, and the creation of community colleges at Al-Majma'ah, Al-Aflaj, and Al-Qurayat was approved.



Beginning with the academic year 1424/1425H Qassim campus became an independent university. On 26/11/1424H the Council of Higher Education approved the promotion of the Department of Nursing, College of Applied Medical Sciences, into the College of Nursing. Since that time the establishment of new colleges continued to reach 44 colleges in the present time. These colleges are currently spread in the eight governates of Riyadh region.

The following were the Presidents of University since its inception:

Professor Abdulwahab bin Muhammad 'Azzam 14/4/1377-8/7/1378H
Shaikh Nasser bin Abdulaziz Al-Mangour 12/7/1378-3/7/1380H
Professor Abdulaziz bin Muhammad Al-Khwaiter 1381-1391H
Professor Abdulaziz bin Abdullah Al-Fadda 1381-6/2/1399H
Professor Mansour bin Ibrahim Al-Turki 7/2/1399-12/8/1410H
Professor Ahmad bin Muhammad Al-Dhubaib 13/8/1410-2/3/1416H
Professor Abdullah bin Muhammad Al-Faisal 3/3/1416-2/3/1428H
Professor Abdullah bin Abdulrahman Al-Othman 3/3/1428H – now

King Saud University: Objectives and tasks

Vision

International leadership and excellence in building knowledge society

Mission

King Saud University aspires to meet the educational and development needs of society by providing high-quality academic programs, pioneering innovative research and creative articulation, and through active involvement in the community for the prosperous cultural and economic development of the country.

Values:

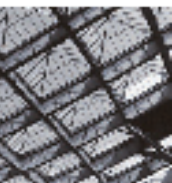
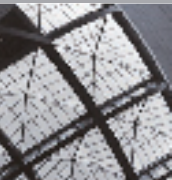
Based on the values of our religion and our culture glue believe in the values as follows:

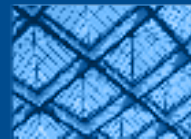
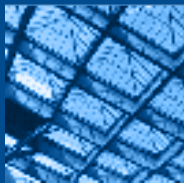
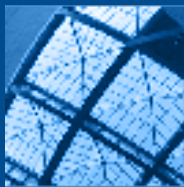
- Quality and Excellence: The University measures its performance through the application of high-level measures that respect our great ambitions and the pursuit of excellence through our commitment to the highest intellectual standards in teaching and learning and innovation
- Leadership and teamwork: The University is firmly committed to strengthening the roles of individual and institutional leadership that drive social development, with our strong belief in professionalism, responsibility, creativity and teamwork
- Academic freedom: intellectual exploration is disciplined and dedicated core of academic traditions, which is evident in all aspects of scientific and educational activities of the University

- Justice and integrity: The University is committed to the principles of social justice and equal opportunity and cultural diversity; all members of the university community are committed to the highest levels of integrity, respect and professional ethics
- Transparency: The University is firmly committed to offer its thinking and ideas to the community and scientists to measure the amount of its contributions to the Global Knowledge; the members of the University community is committed to respect our values in all scientific and educational activities
- Life long learning: The University is committed to support continuous learning within and outside the university community and promote the continued intellectual growth and sustainable social welfare,

UNIVERSITY OBJECTIVES:

- 1) Proficiency in all areas, and excellence in specific areas.
- 2) Distinguished Faculty members
- 3) Quality and not quantity.
- 4) Strengthen the capacity of graduates.
- 5) Build bridges of communication.
- 6) Supportive learning environment.
- 7) Sustainable future.
- 8) Flexibility and accountability.
- 9) Build a supporting administrative organization.





University Rector

University Rector Rector's Office

Office's Mission

To accomplish tasks in a professional, accurate, and quick fashion with a view to realizing maximum satisfaction to those who deal with the Office.

Office's Vision

To be an administrative exemplar in professionalism, accuracy, and excellence.

General Director of Rector's Office

- 1- Offering consultancy, proposals, and surveys to His Excellency Rector of the University.
- 2- Supervising administrative and developmental activities at the Office.
- 3- Following up the implementation of the decisions and directives of His Excellency Rector of the University.
- 4- Receiving reviewers and assisting them through coordination with other bodies at the University
- 5- Approval of overtime for not more than 30 days
- 6- Approve internal delegation for not more than 5 days and copy the university rector that decision
- 7- To grant leave for emergencies and regular workers in coordination with other departments in accordance with the rules and regulations, and coordinate the scheduling of leave as is compatible with the requirements and workload,
- 8- Sign service statements and certificates
- 9- Permission to spend from the advance payment for the Office of the Rector in accordance with the specific purposes for the advance and the rules of the expenditure except for furniture and motor vehicles
- 10- Direct contact with ministries and government services and others within his range of authority

Head Follow up Unit of Rector's Office

- Following up of all outgoing transaction from rector office
- Prepare periodic report on all transactions of rector's office
- Coordinate with University staff, and Ministry of High education for attending conferences and workshops
- Send and following up transaction to and from various university units

Advisor

- Submit proposals and studies that aims the development of work
- The study of some of the transactions referred to it and to make recommendations on it
- Receives some specific cases for reviewing and propose solutions

Director of the secret office:

- Organize, archive, type and copy confidential issues with computer processing.
- Supervise preparing the conference terminal for private meetings in the office
- Supervise His Excellency travels and accomplish coordination with the concerned bodies.
- Assume all business related to the Council of Deans secretariat.

Reception, Administrative and Electronic communications Unit

- Receive and send all incoming transactions, record them for presentation.
- Distribute such transactions having taken proper action by the person in charge.

- Register transactions following adoption of necessary measures in the computer in/out system.
- Respond to visitors' queries concerning their issues on the phone or personally and guide them to the referred to bodies.
- Issue reference cards to the incoming or outgoing transactions in the office of His Excellency.

Rector's office manager

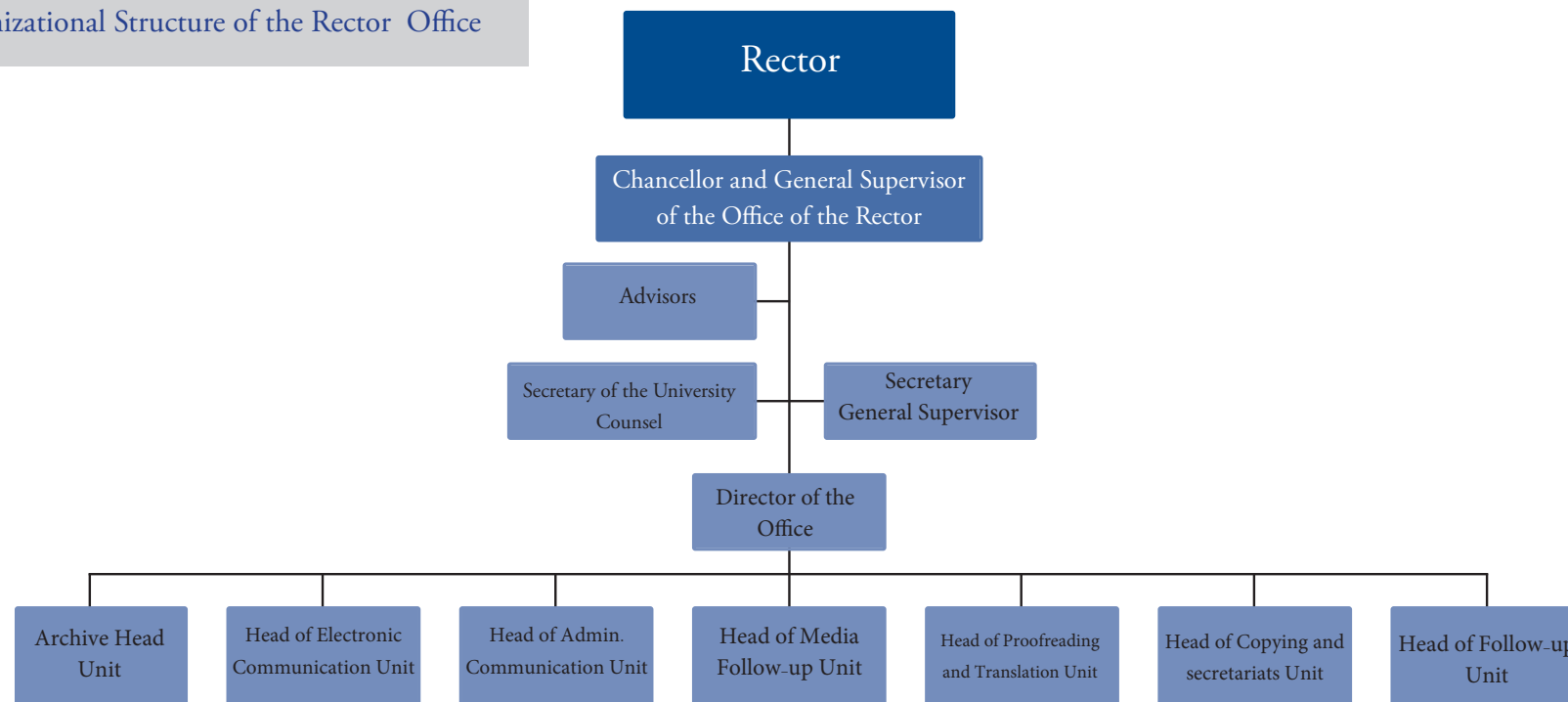
- Oversee the receipt of incoming transactions, record them for presentation.
- Distribute such transactions having taken proper action by the person in charge.

- Receive visitors, guide them to the referred to bodies Rector's secretary:
- Organize appointments and receptions of His Excellency the Rector
- Coordinate with University concerned departments concerning the visiting delegations.
- Coordinate invitations to His Excellency.
- Oversee the daily arrangements of the rector's office.

Head Editing Unit

- Edit outgoing letters
- Type and verify linguistic validity

Organizational Structure of the Rector Office



Rector's Advisor for Construction and Strategic Projects

Vision:

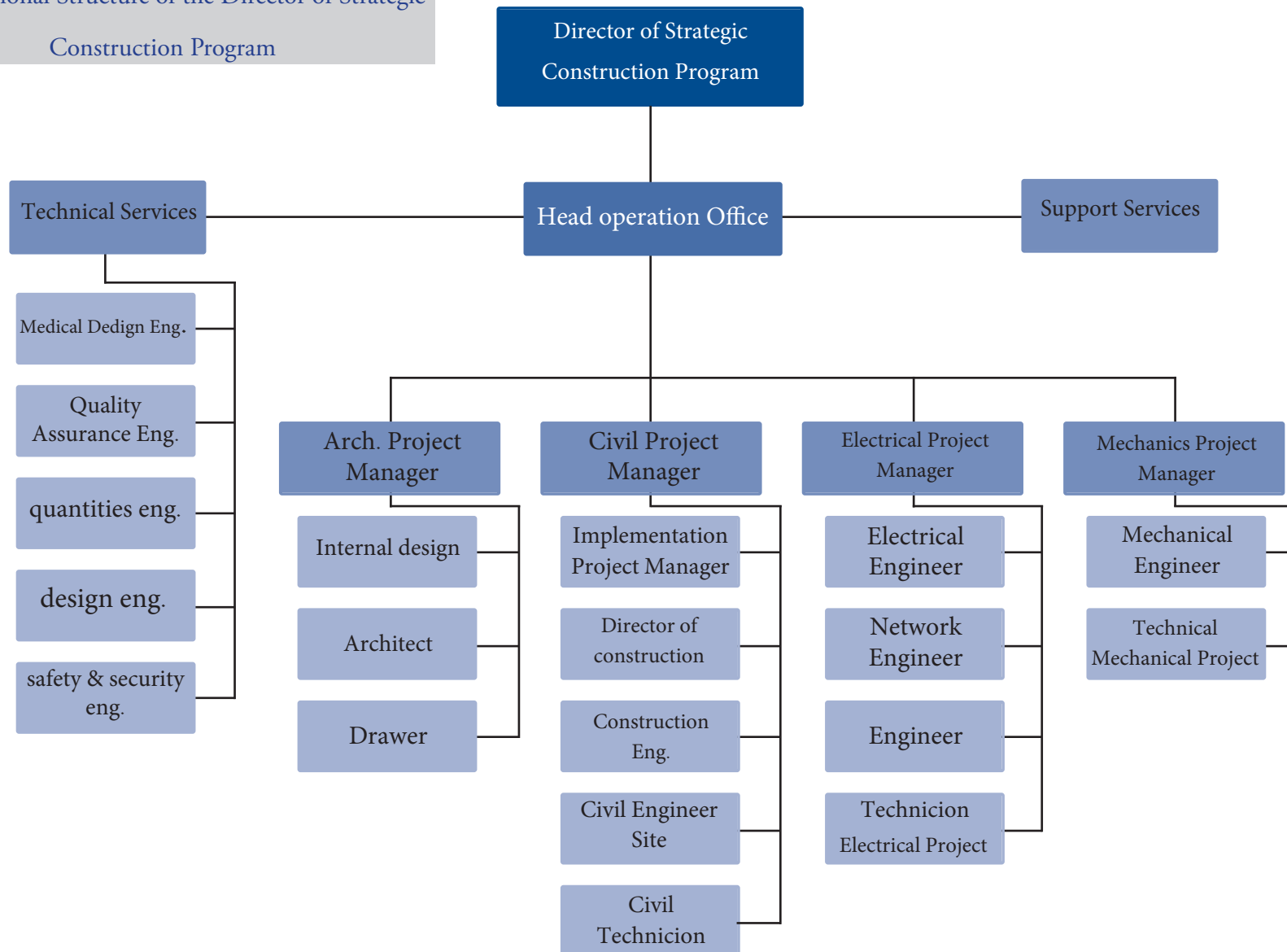
Watching and keeping quality of all works and projects currently under execution following the SASO measures, raise the standard of contractors work by counseling on the right procedure for engineering drawing and what the work needs in terms of some essential details

Role:

Supervise university strategic projects and follow up the execution of detailed plans of all projects under design or implementation and do all field follow up and make the necessary amendments. Strategic construction projects compromises:

- 1- Medical city expansion project, includes the following:
 - a) Expansion of King Khalid university
 - b) King Fahd Center for heart disease
 - c) Family Medicine Center
 - d) Expansion of the College of Medicine
 - e) Expand of the College of Dentistry
 - f) National Center for Diabetic patients
- 2- the female students' campus
- 3- Riyadh Techno Valley Building
- 4- Deanship of admission and registration building
- 5- College of business administration building
- 6- Multi-floors car parking
- 7- Teaching staff housing

Organizational Structure of the Director of Strategic Construction Program



Executive Director (Business sector & University Endowments)

Vision:

Developing the self resources of the university, and gradually reduce its dependence on government support, in order to achieve global leadership and the application of the concept of the knowledge economy

Mission:

Provide a source of steady and constant income used primarily in support of scientific research, funding development programs of the University and the university hospitals

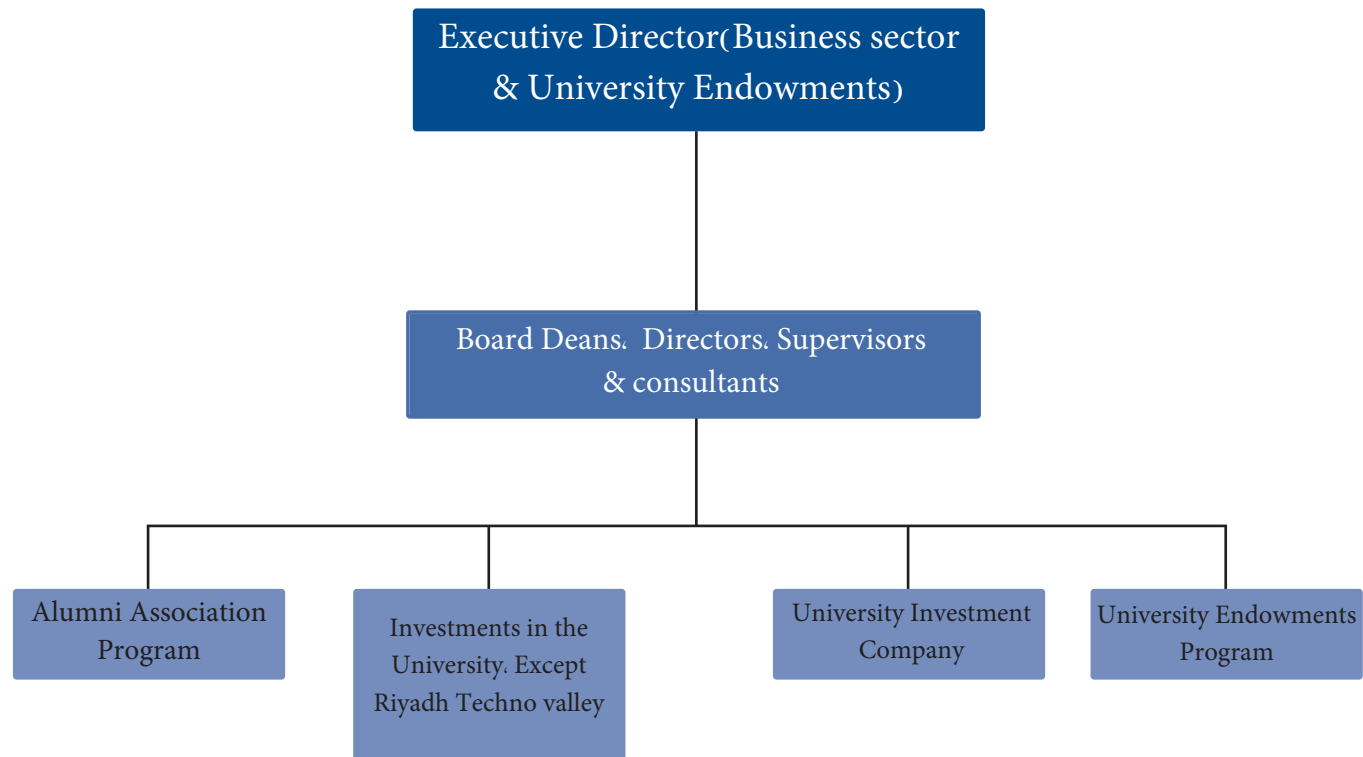
Tasks:

- 1 - Overall supervision of the business and university endowments, and propose what to advance their work and to meet their needs and the best performance
- 2 - To enhance and strengthen the link between the university and the private sector and attract capital investment, to achieve moral and material returns
- 3 - The implementation of the policy adopted for the business sector and the University Endowment Program
- 4 - represent the University in front of others with regard to University, the University Investment Company
- 5 - Follow-up the establishment and development of the University endowments and the university Investment Company
- 6 - Establish a source of income independent of the University through the investment of University properties that are related to activities of

the Executive Director for Business sector

- 7 - Propose internal regulations for the proper performance of work in the business sector
 - 8, - Approval to pay marketing share to people who mediate in bringing investment projects ranging from (1-3%) of the value of any project (no more than two hundred thousand Saudi Riyals). And the resolution of these funds from the proportion of the perpetrators of the project that is discharged after the signing of the project
 - 9 - Approval of the appointment of advisers to the business sector and payment to them
 - 10 - Preparation of requirements, specifications and documents, implementation of contracts signed with the contractors
 - 11 - The signing of memoranda of receipt and inspection and records of installation and the transfer of the Covenant
 - 12 - The signing of the contracts that oversees the implementation of the business sector
 - 13 - To strengthen and develop the relationship between the university and alumni in their field
 - 14 - Encourage and support continuing education after graduation
- The following is associated with the Executive Director of the Business sector (Secretary general of endowments University:
- 1 - University Endowments program
 - 2 - University Investment Company
 - 3- University Investments
 - 4- Alumni Association Program
 - 5-King Abdullah Institute for Consulting and Research

Organizational Structure of Executive Director(Business sector &
University Endowments)



Preparatory year Deanship

Vision

The preparatory year program at King Saud University pioneering in the education of the preparatory year in the region by 2012

Mission:

Deanship of the preparatory year is seeking through partnerships and the use of latest technology for application of high-quality program for qualifying professional student characterized, and provides students with the skills they need to succeed in their academic and professional lives with an emphasis on creativity and self development.

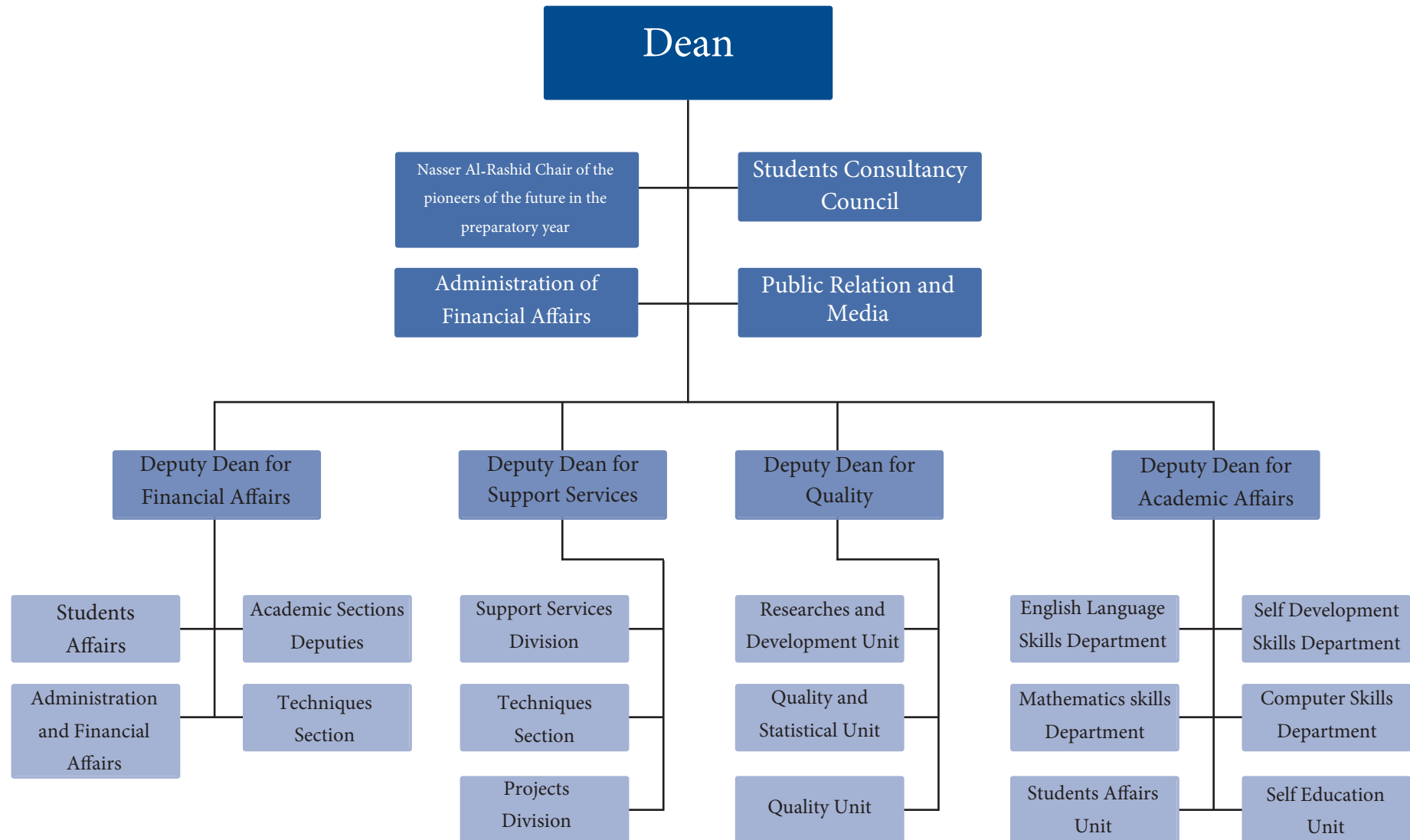
Goals:

- Enhancement of punctuality and responsibility
 - Improve leadership qualities and ability to take initiatives
 - Improve English language skills, information technology, mathematics, communication skills and creative thinking
 - Enhance creativity and self improvement
 - to prepare students for distinct education and better investment of the university life
 - Improving standards of graduates to better compete on quality jobs
 - Improving health awareness and fitness of students
- to accustom the students to the environment of knowledge and elearning.

Tasks:

- 1 - Developing the skills of students in needed knowledge and skills, improving students in the English language, information technology, mathematics and
- 2 - To improve educational outcomes for university graduates to compete for jobs quality
- 3-Teaching preparatory year subjects and watching quality
- 4- To permit disbursement from the university warehouses and approve minutes of check, receipt, installation and restore to the warehouses
- 5- Approval of overtime for not more than 30 days
- 6-Approve internal delegation for not more than 5 days
- 7- To grant leave for emergencies and regular workers in coordination with other departments in accordance with the rules and regulations, and coordinate the scheduling of leave as is compatible with the requirements and workload,
- 8-Direct contact with ministries and government services and others within his range of authority

Organizational Structure of the Preparatory Year Deanship



General Administration for Media and Public Relations

Vision:

Leadership and excellence in organization of events and activities hosted by the university and efficiency in serving internal and external university community

Mission:

Excellent organization of all university activities and occasions that contribute and reflect the university role in community services

Administration goals

- 1- Characterize the scientific and academic position of the university and its role in the absolute development.
- 2- Recognizing the directions of the public view towards the university and transferring the findings to the upper administration.
- 3- Organizing the good relations between the individuals in the university community.
- 4- Distributing the awareness between the individuals in the university communities in and out of the campus about their importance to the university and community by creating mutual reaction for achieving the goals of the university.

Duties:

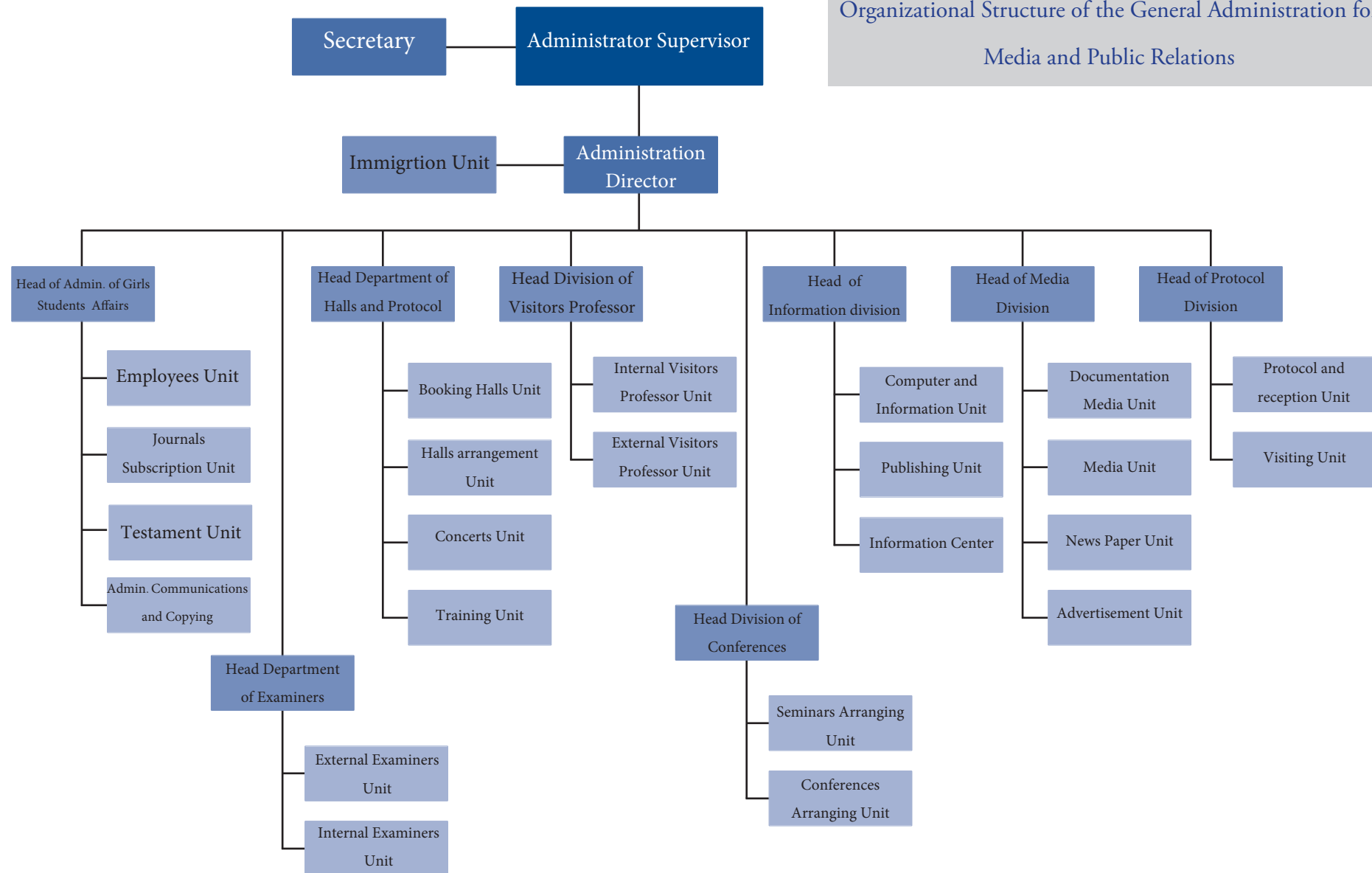
- 1- Identifying the needs of the administration for the individual forces and working on the development of their work.
- 2- Forming the information and facts -required to be published- in the appropriate media form.
- 3- Supervising the publishing of the media publishing that the university, faculties deanships and administrations issues save for the university theses.

- 4- Organizing supplying the university units with the newspapers, magazines and other publishing.
- 5- Contacting the appropriate institutions for the renewal of the submission in the newspapers and the periodic and revising the claims of these institutions with the subscription value and the permeation for the expenditure.
- 6- Connecting the newspapers, magazines and periodicals and the media for publishing the university announcements.
- 7- Taking the required measurements for the reception of the university individual and group visitors and organizing their university visiting programs in coordination with the proper directions.
- 8- Taking the required measurements for accommodating the visitors and groups, and arranging reception of them from the airport and their transportation by rental car, if required and assigning the escorts if necessary, contacting the hotels about their stay in hotels or the university properties according to the policy after the acceptance of the authorized person and the authorization for the sum of money thereof.
- 9- taking the measurements for issuing visas for the individuals invited by the university from the outside of the university.
- 10- Organizing and supervising the celebrations in the university and organizing the general meeting for the university rector and the higher chiefs with the university students.

Administration Divisions

- 1- Administrative and Financial Affairs.
- 2- Relations Division (protocol unit, training unit, passports unit).
- 3- The media Division (the media documentation unit, internal media unit, university media unit and university advertisement unit).
- 4- Information Division (computers unit, publishing unit, programs and planning unit, invitations unit and database unit).
- 5- Halls division (hall arrangement unit and hall supervision unit)

Organizational Structure of the General Administration for Media and Public Relations



Legal Department

The legal department was established in 1401H and since then it has been reporting to the University Rector.

Mission:

Pooling of expertise and highly qualified professionals within a distinguished team and to provide a compatible variety of legal services for the interest of the university and its employees guided by principles and ethics of legal work

Vision:

Raising awareness of the formal and legal opinion and provide professional legal advice and write distinct legal notes

Management divisions:

- 1- Documentation division comprises of:
 - Archives section
 - Documentation section
 - Circulars section
- 2- Consulting division, consisting of:
 - Contracts section
 - Litigation section
 - Consulting section
 - Investigation section
- 3- Secretariat division consisting of:
 - Photocopying and secretariat section (men)
 - Photocopying and secretariat section (women)

Specialties:

- 1-Supervising the personnel in the legal administration and its divisions.
- 1- Looking in all the legal cases that the legal administration receives from the university members, and taking the matter to the appropriate authority.
- 2- Representing the university in all the legal cases and the laborer communities and the cases that the university is a party in.
- 3- Revising the paperwork that include legal complexity and giving an expert opinion to the person in charge.
- 4- Consideration of complaints received by the legal department for both University employees or others, and forwarded to the authorized person
- 5- Revising the legal records for the college councils, centers, institutions, funds, associations, and boards that are directed to the administration from the university rector and supporting with legal notes.
- 6- Arranging the legal frame for all the contracts, bills, administrative and disciplinary decisions.
- 7- Associating with the needed university committees.
- 8-assembling the explanation concerning the appliance of the regulations and bills when necessary.
- 9- The permeation for ordinary, urgent and exceptional leaves in addition to providing the notice for the general administration for the personnel and teachers affairs for completing the required procedure.
- 10- Establishing direct connections with the other authorities in the range of his specialty on the condition that the connection is with the same or lower occupational position.

Organizational Structure of the Legal
Administration



Prince Salman Center for Entrepreneurship

Vision:

To be the leading center in support and the development of entrepreneurship in the Middle East

Mission:

Contribute effectively to transform the University into a leading Entrepreneurial university through the education and training of individuals from within and outside the university to turn their ideas and plans to contribute in building knowledge community and achieve community partnership

Goals

- 1 – Advance applied methodology in higher education and support the transition to productive scientific programs
- 2- To encourage creativity and innovation in the field of business compatible with the requirements of development
- 3- Contribute to the preparation of a distinct generation of future entrepreneurs
- 4- Preparation of competent professional in the specialized field of knowledge economies
- 5- Promoting the principle of partnership with the private sector to contribute in transforming knowledge into projects that are compatible with the labor market
- 6- To encourage students to start their own business and adopt pioneering ideas
- 7- Preparation of studies and research that will contribute to the university strategy towards global leadership
- 8- Constant communication with the international universities in the field of entrepreneurship
- 9- Contact with business sectors to provide a productive environment for male and female university students

Tasks:

- 1- Supervision of the center and specifying its need from human resources and to work to improve and development of work in the center
- 2- Taking necessary steps to conduct studies between the university and other public or private sectors
- 3- Follow up on agreements
- 4- Supervise the system of innovation in the university
- 5- Supervising the implementation of academic and non-academic programs
- 6-Supervises the Office of Program Management at the University (PMO)
- 7- Represent the University in the establishment of innovative projects and for the faculty staff and students
- 8- Following up on new research, studies and innovations in the area of the Center for the identification of appropriate transfer to the governmental sector in general and the private sector in particular
- 9- Prepare a draft annual budget of the center in line with the objectives and programs of the five-year plans and in accordance with the rules and data bases and budget preparation and models
- 10- Formation of committees to examine the receipt of tenders financed from the budget of the Center
- 11- issuing procurement orders for the work funded from the budget of the Center
- 12- Attract outstanding researchers and students of the Center
- 13- Coordination with colleges and academic departments on the Center's research programs
- 14- Inform the Deanship of faculty and staff positions approved and required the appointment by the Dean to take the necessary about the announcement of these functions in accordance with the procedures specified
- 15- Sign service statements and certificates

16- Signing memos of examining, handing and fixing of items related to the center

17- To grant leave for emergencies and regular workers in coordination with other departments in accordance with the rules and regulations, and coordinate the scheduling of leave as is compatible with the requirements and workload

18- Report on the center employees on issues regarding their attending or leaving their jobs

19- Direct contact with ministries and government services and others within his range of authority

Organizational Structure of Prince Salaman Business Sector Center

Not received from the source



Financial Controller (Manager)

The financial controller is linked to the university Rector

Mission:

Prevent errors and correct erroneous procedures
Implement the spirit of the financial instructions and regulations,
Capacity in achievement with perfection

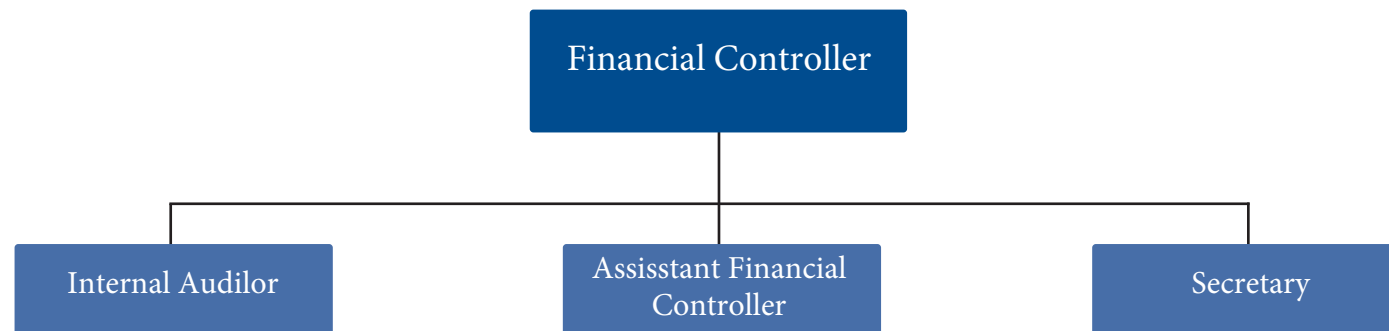
Vision:

Flexibility in the implementation of the regulations and procedures and to
avoid achieve the minimum possible mistakes

Tasks:

- 1- Supervising banking transactions and earnings while making sure it is in accordance with the university regulations.
- 2- Ensuring that there sufficient funds in the university's budget and that there is a regular document with the approval from the authorities.
- 3- Maintaining the accuracy of amounts spent whether by check or money transfer to the treasury and decline to sign any document if there are any violations of the budget regulations or any other bills or decisions with the explanation of the reasons with inscription.
- 4- Reporting to the university council through his Excellency, the Rector, if he had an opinion in a financial matter opposite to the opinion of the manager of the financial affairs and the university rector.

Organizational Structure - Financial Controller



Supervisor: Prince Sultan Institute For Advanced Technological Research

Mission

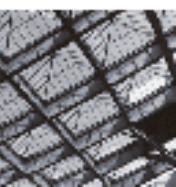
Strengthen the position of the Kingdom of Saudi Arabia and its air force in the areas of engineering, the promotion of knowledge through basic and advanced research in communications, electronics, mechanical engineering, work on technology transfer to the private sector to enhance the competitiveness of industry in the international market, the commitment to the education of young researchers who are able to achieve needs of university and government and industry, to move forward in the latest techniques in manufacturing technologies, test methods, use of curricula and performance assessment methods

Goals

- 1 - To engage in advanced research projects in knowledge and techniques relating to Air Force
- 2 - Increase the number of qualified researchers who are able to meet the need of high-tech to the government in general and the Ministry of Defense in particular, and increased opportunities for companies to expand capacity for innovation and development in a high-tech
- 3 - To facilitate cooperation between engineers and researchers and to work in teams specializing in complex technical problems
- 4 - Recognizing the demands of industry, government and universities and to raise the efficiency of training and human resource base to support the intellectual exchange, technology transfer and to position the Kingdom as a rival economic power at the global level
- 5 - To provide the Institute's laboratories with the latest tools and equipment in the field of advanced technologies
- 6 - To preserve the resources of financial support, to serve the long-term goals of the Institute

Tasks:

- 1 - Overall supervision of the Institute of Prince Sultan Institute For Advanced Technological Research and needs of manpower and work to develop the work of the Institute
- 2 - Carrying basic and advanced research in the field of advanced technologies
- 3 - Adopt measures to hold the initial studies are being conducted between the university represented at the Institute and government agencies or the private sector
- 4 - a consultancy in the field of advanced technologies
- 5 - Proposal to contract with junior researchers to carry out studies and research in the field of advanced technology
- 6 - Work to restore the development of new and advanced technologies in order to reduce the cost
- 7 - Following up on new research and studies, innovations and inventions in the field of advanced techniques to determine the appropriate transfer to the governmental sector in general and the military sector and private industry and universities in the Kingdom in particular
- 8 - testing and development processes to adapt the techniques developed to cope with the modern industrial environment in the Kingdom
- 9 - preparing the annual budget of the Institute in line with the objectives and programs and plans and in accordance with the rules
- 10 - Working towards the provision of miscellaneous income to the Institute, and the establishment of closer relations with strategic partners of the Institute
- 11 - Follow-up the implementation of the agreements signed by the Institute and the obligations provided to the beneficiaries
- 12- Approve to finance the supervisors of research projects within 200000 Saudi riyaIs each time.
- 13-Formation of committees to examine the receipt of tenders financed from the budget of the Center

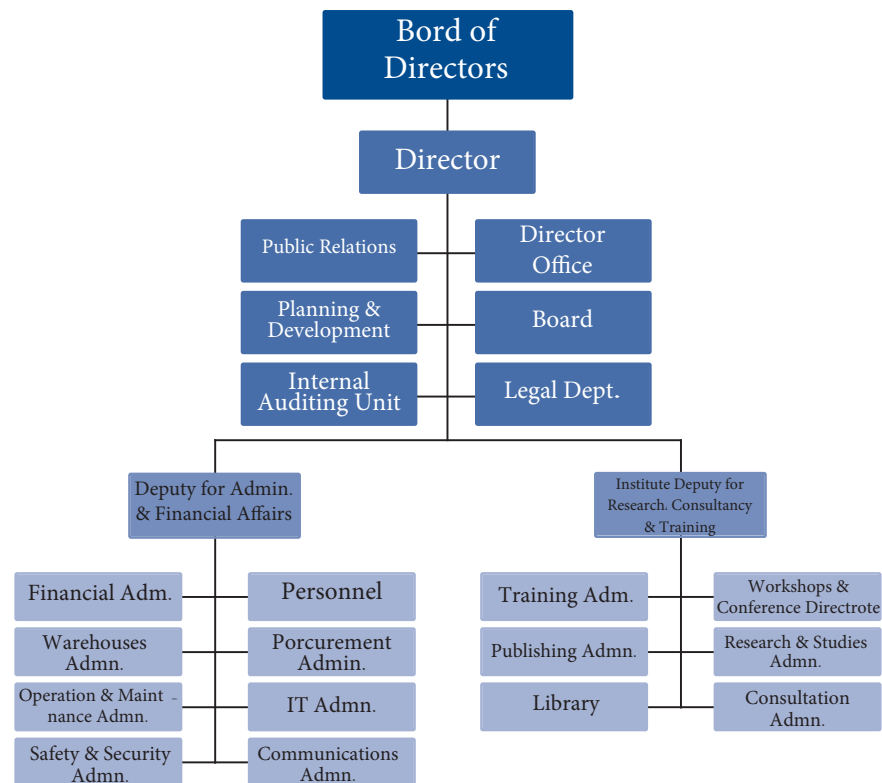


- 14-Issuing procurement orders for the work funded from the budget of the Center
- 15-Supervision over the communication chair
- 16- To form technical committees to study proposals, preliminary and

- final takeover committees for the bids that are financed by the institute
- 17- Issuing purchasing orders for items financed from the institute budget
- 18- Expending from the budget of the institute
- 19-Attracting distinguished researchers and students to the institute
- 20-Coordination with the colleges and departments regarding research programs and supervision of graduate students
- 21-Approve accepting graduate students under supervision of the institute and granting scholarships
- 22- Approval of direct purchasing for not more than 500000 SR except for furniture and cars
- 23- Grant exceptional leave of not more than 30 days. Grant ordinary and emergency leave and complete such procedures pursuant to the bylaws.
- 24- Approving secondment in side the Kingdom for not more than ten days and raising this to the president of the university
- 25-Reporting to the deanship of academic staff and personnel on approved jobs so that the deanship advertise and recruit candidates for these jobs
- 26-Ask for visas to enter the Kingdom with regard to university units with the exception of the invitees and granted students.
- 27-Permit withdrawing from the warehouses
- 28-To sign service statements and certificates
- 29-To sign memos of examining, accepting and transfer of inventory
- 30-- Approve ordinary, emergency and exceptional leaves to the unit employees and complete such procedures by way of the general administration of college affairs and employees based upon respective bylaws
- 31- Direct contact with the ministries and government departments and others in whatever part of his competence provided the contact is with his grade.

Organizational Structure-

Supervisor Prince Sultan Institute For Advanced Technological Research



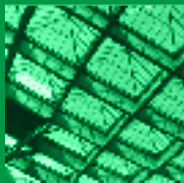
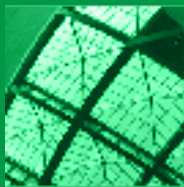
Internal Auditing

Tasks:

- 1- Evaluate internal control systems, including accounting for the Verification of integrity and relevance, and to identify shortcomings, if any, and to suggest means and procedures for correction to ensure the protection of property and funds of the University of loss, manipulation and so on.
- 2 - make sure the commitment to the regulations and rules and financial procedures, and verification of the adequacy and appropriateness
- 3 - Evaluating the adequacy of the organizational plan of the University in terms of clarity of responsibilities and separation of conflicting authorities and other organizational aspects
- 4 - Evaluating the level of achievement of substantive goals, and analyze the reasons for the difference, if any,
- 5 - identify the misuse of the material and human resources, and provide the university with what is possible to address it
- 6 - Check the documents for expenditures and income after completion to ensure that they are true and regular
- 7 - Check to make sure that the accounting records of the regularity restrictions and health and safety of the accounting guidance
- 8 - Revision of contracts and agreements to which the University is a party to ensure compliance .
- 9 - the audit of the funds and examine records, documents, and verify that the inventory was done in accordance with the rules and procedures
- 10 - Revision of the warehouses and inspect their, records and documents and verify that the inventory, and storage practices have been in accordance with the established rules and procedures

- 11 - Review of financial reports and final accounts prepared by the University and to ensure the accuracy and the extent of their compliance with the rules and regulations, instructions and policies applied by the University
- 12 -Provide advice when considering the draft budget estimates for the University
- 13 – Executing work assigned by the Director of the university to the unit in the areas of its specialty





University Vice Rector

University deputies

- Each university has the position of one deputy or more, as determined and assigned by the Council of Higher Education, throughout the college as associate professors rank at least.
- The deputy is charged with his work and discharged with a decision by the Council of Higher Education based on president's nomination and approval of the Minister of Higher Education. Entrustment is for three years period renewable twice only.
- The deputy shall be granted the first degree of the 15th rank in addition to the established benefits. In case his salary pursuant to the college cadre is more than the first degree salary, he will receive his salary together with what he deserves of allowances or promotions even if it overtakes the last degree of the 15th rank.
- When the deputy quits his office, he will cash his salary in accordance to his academic degree. If less than what he receives during his position as university deputy, then he will disbursed the balance until cleared away with the allowance and promotion.
- During his term, regulations established for allowances and promotions set for college members are applied to the deputy.
- Deputy assists the university president in its affairs management. The bylaws identify their powers. The precedent deputy, when more than one, shall assume the president's position in case of his absence or vacancy of his office.
- According to article number 1/20/2 dated 1/1/1430 H. The vice rector for graduate studies and scientific research shall assume the responsibilities of the University deputy in the event of his absence. Second to him is the vice rector for academic affairs and finally comes the vice rector for development and quality.

University Deputy:

The deputy's responsibility is to assist the president of the university in the management of financial and administrative affairs in the university. He delegates the following authorities:

- 1- Vice-Chancellor assisted the Rector in the management of university affairs and to assumes his powers in his absence
- 2- Overall supervision of the work of the administrative units associated with him and proposes all it needs to ensure the advancement of its work and work to meet their needs for best performance.
- 3- To follow up the needs of academic and administrative units of the workforce in various disciplines and follow up the implementation of all regulations on the affairs of recruitment of manpower, and regulations and financial and administrative regulations
- 4- To oversee all financial aspects and supply the university units with materials, equipment, machines and systems and to take all necessary procedures, controls and criteria to obtain optimal proposals in terms of quality, price, delivery and maintenance.
- 5- To maintain university assets and properties, maintain and develop them, follow up university assets in combination with overall warehouses to attain optimal method for storage according to status, nature and quality of stored brands. To ensure safety, application and implementation of all warehouse actions and regulations.
- 6- To supervise all administrative units, including those that are undertaking supportive services. To direct their activities and services in a way that gives rise to benefits that will support the university's potential.
- 7- To set the university annual balance sheet that is in conformity with the five-year plan objectives and programs, in accordance with the rules, data and foundations of the balance sheet and its templates.
- 8- To follow up allocations of the university balance sheet items, and prepare necessary reports for the concerned bodies.
- 9- To maintain inventory and preserve the university's documentations of lands and real estate and pursue land grant actions to the university and its personnel.

10- To adopt and approve final drawings and specifications of the university's activities and to allocate proper time frames to implement jobs.

11 To organize and relinquish sites to the consultants and contractors, follow up their activities and make sure they comply with the implementation in accordance with the terms and specifications. To alert them in the event of any breach and to approve their installments pursuant to contracts.

12- To form technical committees to study proposals, preliminary and final takeover committees.

13- To permit disbursement from the university warehouses and approve minutes of check, receipt, installation and restore to the warehouses.

14- To prepare terms, conditions, specifications and necessary maintenance and operation documents for contracts convened with the contractors.

15- To authorize assignment of consultants and contractors, manpower of high level positions as specified in the contracts.

16- To oversee safety and security affairs throughout the university sites, constructions and properties of the university and individuals using all required means. To do whatever may organize traffic in all university sites, identify the needs of such works of manpower and make every effort to develop them.

17- To supervise traffic of the university vehicles and orders of the colleges and departments. Creating inter-coordination, prepare adequate vehicles for picnics, receive and deliver vehicles as necessary. To maintain such vehicles and provide whatever possible assistance to sustain their good operating conditions.

18- Annual inventory to the warehouses, funds and university advances, and form necessary committees thereto. To file a report of the inventory results showing deficiency and/or increase, if any and the reasons and causes of deficiencies. To express opinion about performance levels in all university warehouses. To form committees to estimate annual needs, review such needs and verify that they are within the suitable storage levels.

19- To form selling and appraisal committees and approve bidding action in not more than five hundred thousand Saudi riyals and approve the result of awarding chattels in excess of the university's needs.

20- To accept performance extension in the event of entrusting the contractor with new tasks when issued, in a time that does not conflict with the contractual period or in the event the university issues a halt order for reasons that have nothing to do with the contractor.

21- Claim to settle advances and university dues, follow up revenue collection and notify available checks or transfers to persons, companies and/or institutions. Avoid ever filing dues as securities unless owners are addressed within an adequate period before notification and to sign pay orders.

22- Direct assignment of job activities and direct procurement of not more than five hundred thousand Saudi riyals per purchase order.

23- Agree on increase or decrease contractors' obligations within the established boundaries and within established allocations.

24- Approve specialist sub-contractors and contractors belonging to the contractors and consultants and approve their samples within the specification boundaries in conjunction with the concerned bodies.

25- Approval and finalization of leasing university properties.

25- Renew bid bonds and bank guarantees that bidding conditions require their renewal.

26- Approve to disburse temporary advances for certain purposes in not more than five hundred thousand Saudi riyals.

27- To form selling and appraisal committees and approve bidding action in not more than five hundred thousand Saudi riyals and approve the result of awarding chattels in excess to the university need.

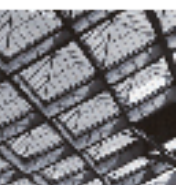
28- To take proper procedures when coming across violations or embezzlement or any disposition that may jeopardize university funds.

29- To recommend discounts for missing or damaged categories from the custodies to be deducted from the university account. If often damaged or lost due to utilization or storage or in case there is a short in the custody for reasons beyond recipient's will.

30- Approve to finance the university's fund within 2 million Saudi riyals each time.

31- Signing of contracts for the units associated with him.

32- Authorize the financial department to settle fees and university training allowances to staff members and disbursement of trainee expenses and all other expenses.



- 33- Approval of assignment within the Kingdom and abroad and to provide a copy of resolution to the University Rector.
- 34 To permit disbursement of delegation allowances within the period established in the delegation order following the delegate submittal of task performance reports – in wanted- attached with the report to the competent body.
- 35- Approval of the assignment to work outside official working hours and provide the Rector a copy of the resolution.
- 36 -To issue deduction decisions for absence of the university personnel based upon reports from the various University bodies.
- 37- Referrals for University employees, except for faculty members and the like and the staff of the eleventh rank and above , to the Commission to consider matters relating to the University Personnel Only when there are disciplinary breaches .
- 38- Adoption of the minutes and recommendations of commissions of inquiry with University employees who are not members, faculty and the like.
- 39- Signing travel orders and compensation and cancellations and to modify the route as required by the purpose of its issuing.
- 40- Accept assignment and contracting with Saudis under the 10th grade in vacant positions in light of the need for their services and in accordance with the determined number. To provide the rector with a copy of assignments and contracting decisions
- 41- Approval of the promotion of staff in accordance with the regulations.
- 42- To approve transport of employees under the 6th grade to and from the university or between the university units and accept their resignation.
- 43- Completion of the recruitment procedures and contracting limitation for Saudis and contractors. Offering a raise in salaries and allowances due to changes of their services.
- 44- To agree to cancel leaves of the contractors who are not members of the faculty and compensation disbursed in accordance with the regulations.
- 45-To issue contracting assignments, promotions, transportation, delegation,

- seconding, legation, file posting, allowances, deputation, awards, leaves, offset and penalty decisions based on written approval from the competent body based upon the necessity of the decisions.
- 46- To make decisions for scholarships to all University employees except members of the teaching staff
- 47- To contract with Non-Saudis excluding college members and the likes, in accordance with the regular procedures and instructions. To enforce this together with providing the Rector's office with a copy thereof.
- 48- To approve the referral for early retirement in accordance with regulations.
- 49- Referring staff and employees to retire after reaching the age of order and exchange allowances or a decision of extension.
- 50- To approve transfer of sponsorship of the university cadre as per the predetermined standards which are approved by the university's Rector.
- 50- To approve the cancellation of leaves to the university personnel other than college members in accordance with the work requirements.
- 51- Approve the transfer of non-Saudis employees to, according to the criteria set forth.
- 52- Terminate contracts and adjudicate non-renewal contracts of non-Saudi contractors except college members and the likes.
- 53- compensation for the employees leave the university and to authorize what they deserve, regardless of the compensation and rewards at the end of their services
- 54- To commit employees and servants to retirement having come to legal age, pay their allowances, or issue extension decisions based on the approval of the competent body.
- 54- To agree to cancel leave for University employees except members of the faculty according to the work requirements.
- 55 Change of job descriptions at the request of destinations.
- 56- To implement training programs with all details and components, whether

implemented inside the university or those assumed to carry out to the competent training staff pursuant to a special training course contract. To supervise their implementation after having the approval of the training and dispatch committee and signing pay orders for the dispatched and trainees.

57 Follow-up activities, scholarships and trainings and submit an annual report to the Director of the University.

58- Sign service statements and certificates

57- Ask for visas to the Kingdom with regard to the university units, contractors and consultants with the exception of the invitees to visit the university and grant students.

58- Finalize contacts for the recruitment of employees' relatives.

59 Approval of the advertising in newspapers for approved posts.

59- Approve ordinary, emergency and exceptional leaves to the unit employees and complete such procedures by way of the general administration of college affairs and employees based upon respective bylaws.

60- Refer the university personnel, excluding college members, lecturers, readers and 11th grade personnel and up-to the standing committee for investigation on disciplinary violations.

61-Give approval to the institutions concerned with renewing subscriptions to newspapers, periodicals and review claims of the contributions of these institutions and to authorize appropriate disbursements.

61- Receive the auditor's quarterly report and refer it to the competent body to respond to the remarks and correct mistakes, if any and then file the issue to the university rector for violations if need be.

62- Approve the sending of doctors to take an exam or interview inside the Kingdom and disburse travel tickets as established.

63- To approve doctors' nomination from the college members to take part in medical committees inside the Kingdom provided this is not a delegation.

64- To approve contract with honor doctors in coordination with the general administration of college affairs and employees.

65- To approve contracts with doctors and others within the regulations and established bylaws in coordination with the general administration of the college affairs and employees.

66- To propose bylaws for high-quality performance in university hospitals.

68- Supporting students with special needs and preparing them psychologically and socially to help integrate into the social life of society.

69 -To identify the problems of students with special needs in the university and find ways to overcome them. Also provide suggestions and alternatives as well as the provision of equipment and tools that enable them the ability to achieve the aspirations of the academy.

70- To enable students with special needs to carry out activities that are commensurate with their participation in the various activities performed by university students.

71- To complete assignments, contracting and file posting procedures for Saudis and contractors and whatever comes about on their services, salaries and allowances.

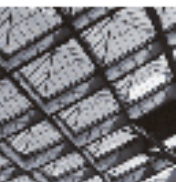
71- Supervision of all media publications issued by the university as well as colleges, deans and departments except with a letter from the university.

72 -Launching of newspapers, magazines, periodicals and other media to disseminate advertising University.

73- Take necessary measures to host individuals and delegations from University guests and arrange to receive them at the airport upon arrival and the adoption of rental cars for that , if necessary, and the appointment of escorts, and the their stay at hotels or in university facilities in accordance with the University's policy. This will conclude after the approval of the proper authorities that accompany AD and link On cash and visit programs in coordination with the concerned authorities at the University for the Implementation of the visit program by the respective bodies.

74- Introduce computers to apply auto systems to the university administrative units to achieve maximum benefit and to follow up with maintenance terminals and programs.

75- To cooperate with departments and computer centers as well as companies



operating in the Kingdom to access the latest expertise in the computer field and benefit from training sessions held by such companies.

76- To propose the university's participation in symposiums and conferences related to computers technology.

77- To accept and entrust work responsibilities, beyond official working hours, that will not exceed more than three weeks.

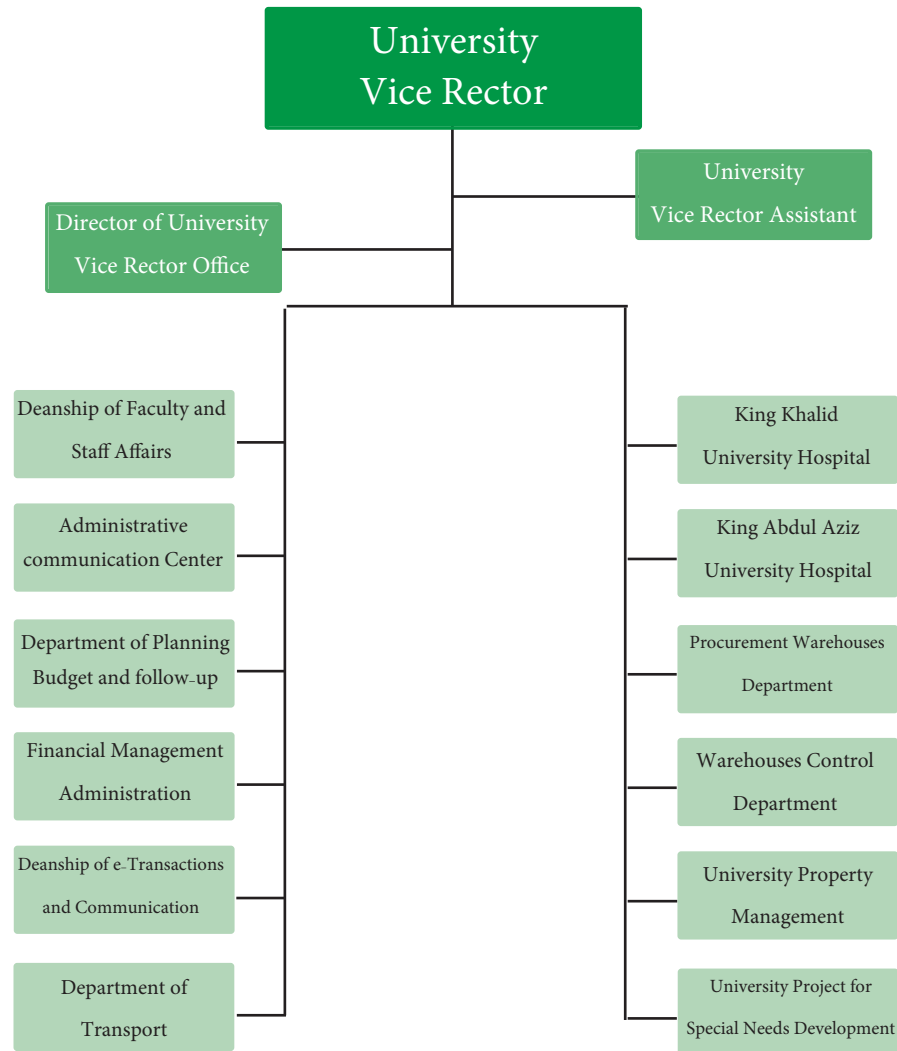
78- To approve the granting of leave and forced regular and special units for employees associated with it, and to provide the Deanship of faculty and staff to complete the procedures In accordance with the system.

79- Direct contact with ministries and government departments and others in relation to everything that comes in.

The following units report to the Deputy:

- University hospitals (King Khalid university hospital, King Abdul Aziz university hospital)
- The Deanship of Faculty and Personnel Affairs
- University safety and security dept.
- Transportation Dept.
- Admin. Communication Center
- Financial Administration
- Especial Needs Project
- Procurement and Warehouses Dept.
- General Administration of Planning, Budget and Follow up
- University properties dept.
- Deanship of e-Transactions and Communication

Organizational Structure- The University Vice Rector



Assistant Vice Rector:

Tasks:

- 1 -General supervision on the work of units associated to him and to propose what is required to advance their work and work to meet their needs and best of performance
- 2 - Maintaining the assets of the University, its property and to work on conservation and development, and follow-up of all assets of the University of warehouses and the best way of storage depending on the status and the nature and quality of stored items and to ensure their safety and application and implementation of regulations and procedures
- 3 - Adoption of the Covenant transfers between individuals, departments and sections
- 4 - The formation of sales commissions, valuation and recommend approval to conduct auctions with a value not exceeding five hundred thousand, and as a result of the adoption of awarding the sale of surplus movable property of no more than four hundred thousand riyals
- 5 - recommending the adoption of discount items lost or damaged, of the Covenant at the expense of the university if the damage as a result of use or storage, if any shortfall occurred for reasons beyond the control
- 6 – Induction of financial management fees and payment of training allowance of university staff and payment of trainees dues and any other expenses
- 7 - Approval of early retirement in accordance with the rules
- 8 - Approval of the transfer of non-Saudis, employees of the university

according to the criteria set in advance and approved by the Director of the university

9 - termination of contracts and decide not to renew the employment contracts of non-Saudi contractors who are not members of the faculty and the like

10 - Approving the granting of leave and emergency leaves forced for employees, and to provide the Dean of faculty and staff to complete the procedures in accordance with the rules

11 - direct contact with ministries and government departments and others in each within its competence

Associated with the Assistant Vice Rector is the following:

- 1 - Stores Control Department
- 2 - University Property Management
- 3 – Administrative Communication center

The Deanship of Faculty and Personnel Affairs

Vision

Providing excellent services beyond the expectations of the beneficiaries

Mission

Providing quality services to the university employees from the date of contracting up to the end of services to achieve the objective of the university for excellence and global leadership.

Tasks:

- 1- Recommend approval of assignment and contract with Saudis for vacant jobs in light of the need for service.
- 2- Take necessary actions to contract and then present the same to the university deputy to complete the remaining action in case of hiring approval.
- 3- Complete assignment procedures and wind up Saudis and contractor's journal and whatever arises to their services, salaries and allowances.
- 4- Issue assignment decisions, promotion, transport, delegation, seconding and wind up journal, dispatching, allowances, leaves, penalties based on the approval of the competent bodies for all university cadres except college members and the likes.
- 5- Issue dispatching and training decisions
- 6- Issue deduction decisions on absence based on notifications by certain bodies
- 7- Commit employees and servants to retire having come to legal age, disburse their allowances or issue an extension based on the competent body approval.
- 8- Issue additional promotions
- 9- Compensate Saudis and contractors leave with the approval of the competent body to cancel the leave and permit to pay what they deserve

of indemnities and awards at the end of service

10- Permit to pay dispatch allowance within the determined period with the dispatching decision provided after submitting task performance report. The scientific or technical report shall be attached according to the competent body.

11- Carry out training programs whether inside or outside the university or what is assumed to competent training bodies as per training course contract. Supervise implementation of training course after obtaining the approval of the dispatch committee, and to sign disbursement orders accordingly.

13- Follow up dispatch and training activities

14- Sign transport and compensation orders

14- Sign service certificates

15- Take necessary actions to amend job titles after obtaining the rector's approval.

16- Advertise on the papers for jobs having obtained approval of the rector

17- Ask for visas to enter the Kingdom with regard to university units with the exception of the invitees and granted students.

18- Finalize communications of recruitment to personnel relatives.

19- Grant exceptional leave of not more than 30 days. Grant ordinary and emergency leave and complete such procedures pursuant to the by-laws.

20- Direct contact with the ministries and government departments and others in whatever part of his competence provided the contact is with his counterparts.



College Member Affairs Division

Tasks:

- 1-Extend services to all university cadres. It aims to provide manpower to the colleges, deanships and departments of the University in all disciplines and carry out all regulations and bylaws related to employment.
- 2- Sign leave decisions and compensate them except for full time work. Sign dispatch decisions, transport orders and collection letters. Approve emergency leaves to the division personnel and suggest grant of other leaves and report work commencement and quittance for any reason.

Personnel Affairs Division:

Functions:

- 1- Follow-up of vacant and occupied vacancies
- 2-Anouncing vacant jobs Extension
- 3- Second services and extension and Renew contracts
- 4- Dispatch and finalize travel expenses
- 5- Charge with overtime
- 6- Disburse allowances for lectures of cooperators and Disburse allowances like (standing committees, post
- 7- Disburse allowances like (nature of work, danger, damage)
- 8- Grant annual bonuses to the university faculty and grant increase on the health regulation.
- 9- Ordinary, emergency, exceptional and accompany leaves
- 10- Ordinary leaves, study leaves and deductions and other penalties
- 11- Transport employees and laborers between units
- 12- Commit to retire
- 13- Finalize resignations, transfers and absences

- 14- Successive decisions and others

Human Resources Development

Functions:

- Procedures for scholarships for postgraduate studies at home and abroad.
- Procedures for extension of the scholarship for postgraduate studies at home and abroad.
- The termination procedures for scholarships at home and abroad.
- Training measures at home and abroad.
- Procedures for extension of training at home and abroad.
- Measures to end the training at home and abroad.
- Procedures for the dispatch of employees health colleges to conduct interviews at home and abroad.
- Procedures for sending doctors to conduct examinations at home and abroad.
- Modalities of attendance of doctors, pharmacists, technicians and staff conferences, seminars, meetings and workshops.
- Procedures to attend the sessions on scholarships.
- Procedures for issuance of decisions science communication to the faculty members in accordance with Article (76) from the list of faculty members.
- Nomination procedures for training at the Institute of Public Admin-

istration.

- Nomination procedures applied in the workshops of the Institute of Public Administration.
- Procedures for admission to the study staff at the university.
- Issuing traveling orders and necessary adjustments to the route.
- Follow-up reports on scholarships, interns and graduate students from the staff.
- Disbursement procedures, stop and resume disbursement of allocations to the students and trainees.
- Disbursement procedures instead of books and references, and instead print to the students and persons enrolled in the study at the university.
- Housing demand during the flight of scientific scholarship.
- Request for car insurance during the voyage of science.
- Issuing financial guarantees for universities adopted.
- Coordination with training on the training programs required.
- Notice views the university training courses.
- Nomination to attend training courses at home and abroad.
- Notice views the university to accept or not to accept candidates.
- Preparation of financial commitments necessary for the trainees.
- Update accredited universities.

Payroll and Allowances Division

Functions:

- 1- Execute monthly dues like salaries, allowances and leaves and prepare salaries on hour basis
- 2- Prepare and perform other maturities like surplus lectures allowances and delays. Salary installments and dispatching, Amendments arising to salaries according to (monthly movement) form
- 3- Prepare salary stop and pay letters
- 4- Prepare letters to recover undue amounts
- 5- Record custody forms and rule out from expenses
- 6- Edit letters to pay or stop checks, Edit letters of checks lost or damaged
- 7- Sign due checks and renew and extend due checks
Sign salary transfer form to the bank
- 8- Complete letters and various forms like; (real-state development fund, lending bank, installment companies).



Employees Relations

Functions:

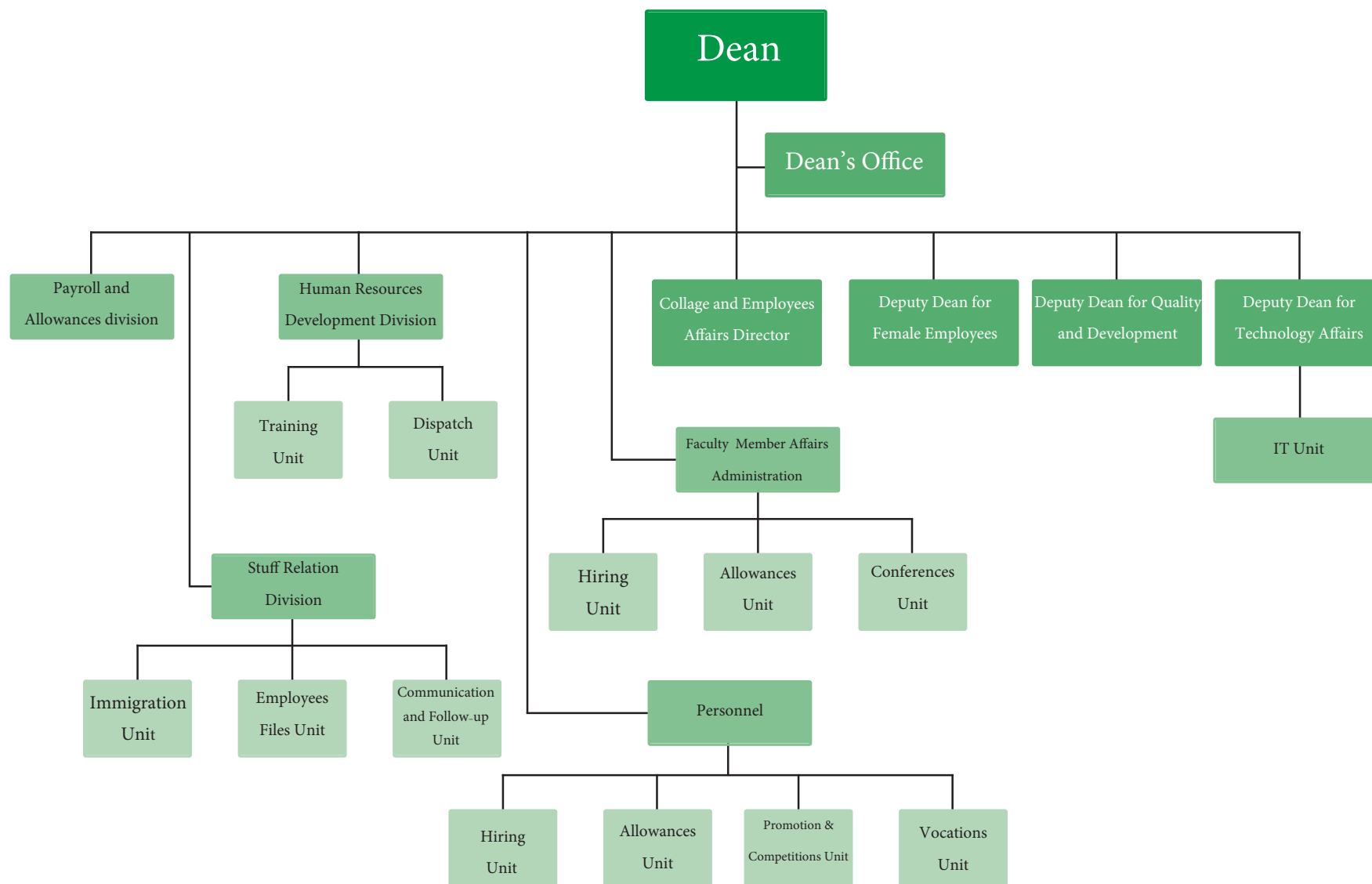
- Receive college members and employees and provide them with information related to their transactions. Facilitate this by follow up and coordination with the management divisions or other departments.
- Report to the Ministry of Interior and passports to request visas or cancel others
- Request issue or renewal or amendment of work permit (Iqamas)
- Request grant of Hajj permit or cancelation thereof
- Facilitate tasks request
- Address the university bodies to prepare a monthly report on each new employee during the one year probation period and request for the annual efficiency report
- Prepare the management annual report in conjunction with other divisions
- Record incoming/outgoing, receive and distribute transactions
- Create personal files, index them and follow up other transferred files
- Conduct all copying works .

Computer Unit

Functions:

- 1- Procedures and update amendments arising to the employee, code them into the computer like promotion, seconding, and contract renewal
- 2- Input basic information for the newly assigned like scientific qualifications , job and financing
- 3- Monthly amendments and identify their salaries, code them like deductions, direct amendments to the main file
- 4- Print monthly salaries, abstracts to prepare pay orders
- 5- Print formations data
- 6- Update files
- 7- Print monthly data
- 8- Print needs of the university bodies and external bodies of data or statistics
- 9- Carry out and print and sign university personnel checks of salaries, allowances, housing and establishment of financial affairs file.
- 10- Inquire on university personnel through computer
- 11- Address the bank on checks requests or checks stop and the likes.
- 12- Writing programs to all aforementioned bodies
- 13- Implement all decisions related to the job movement in the computer whether financial or admin. Like : (promotion, seconding, contract renewal).
- 14- Transfer data from the university central computer to the pc
- 15-Other data

Organizational Structure- Deanship of Employees Affairs



Deanship of e-Transactions and Communication

Vision

The deanship is committed to the adoption and use of information technology and communications in all the work and activities of the University to develop the performance and skills of its employees to improve learning and education in improving and strengthening the quality of research and development. Furnish infrastructure, advanced technology and the latest model to support and assist the main work of the University and to access data and academic information necessary within the university

Mission

The deanship will support the main objectives of the University in areas of information and communications technology in an integrated and inter-linked fashion and quality standard

The Deanship supports the major goals of the university through state of the art Information technology and communication

Aims and Objectives:

- Applying a strategy for technology adoption and for determining the university's needs and requirements for Information Technology.
 - Developing the executive plan for Information Technology, aiming to provide the computers, the network links and the software to achieve the goals of the strategy.
 - Supervising the maintenance of main computes and personal computers at KSU for preserving service continuity and enforcing security and safety.
 - Modernizing the hardware, software and applying the necessary upgrades and updates.
 - Constructing applied systems which will lead to computerizing and automating tasks at the different administrations in KSU.
 - Designing and developing the main database at KSU for the purpose of integrating and unifying data and information sources at KSU.
 - Installing and supervising the libraries and packets of the different ready software programs used at KSU.
 - Designing and developing the main data base at KSU for the purpose of integrating and unifying the data and information sources at KSU.
 - Developing the calibrations, policies and procedures of the information technology which is used throughout KSU.
- Identifying the requirements of the university network linking to serve all computerized application
- Transferring the services of the computer through a WAN expanded communication network directly or by using the dial up telephone line to all the users in the different administrations and colleges in KSU, including Al Qaseem branch and the center of the academic studies for girls at Malaz and Elyasha quarters and the university hospitals.
 - Conserving the security of the stored data from hackers and crackers and securing the information on magnetic tape discs to avoid losing them in natural disasters or emergencies.

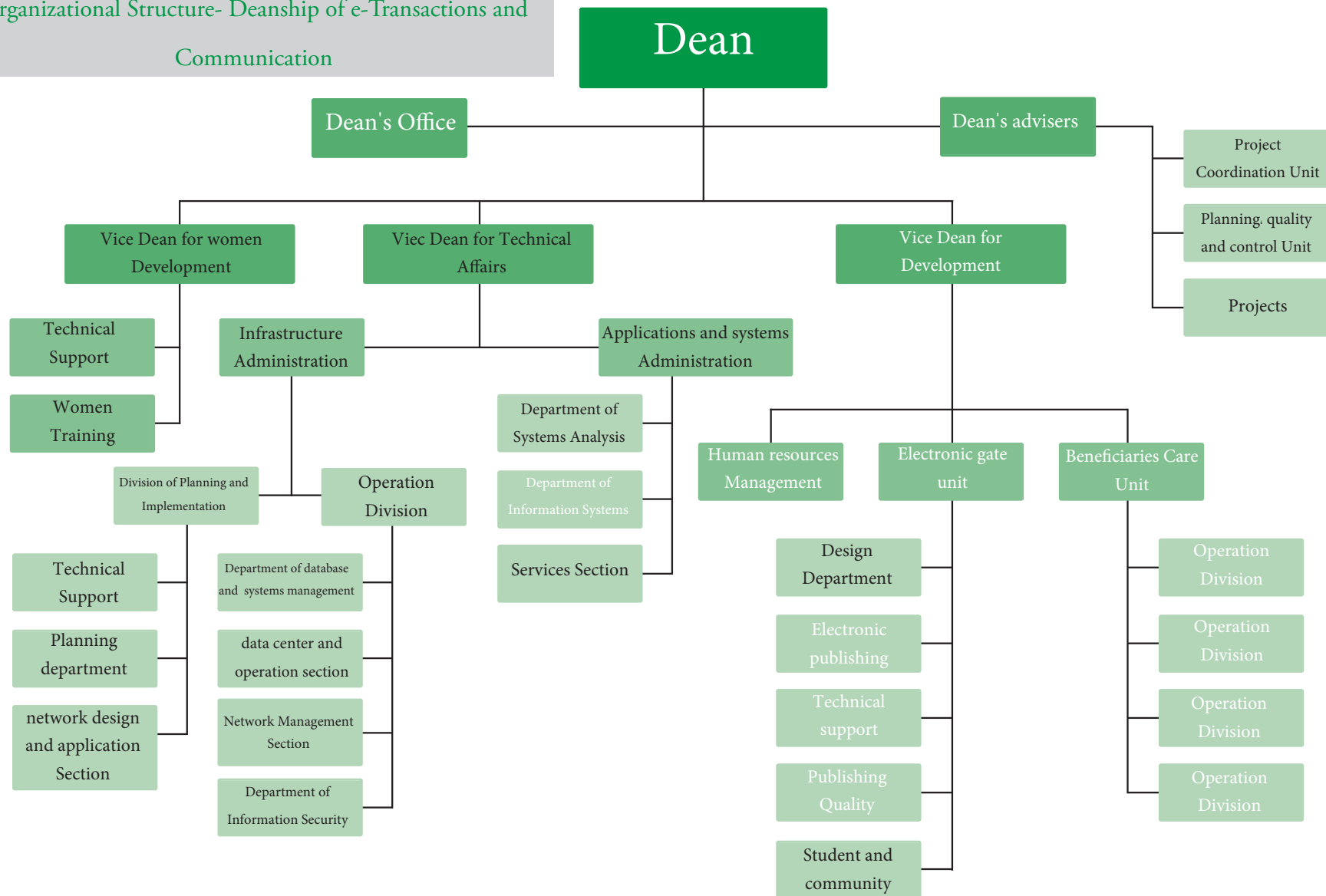
- Giving advantages to the users and classifying them according to their jobs and helping them to solve their problems with the computers and the programs and providing them with all the required consultations.
- Holding training courses to the employees of KSU to make use of the development in information technology and different program packets which are available at the university.

Division of Deanship

- Department of Communication Networks
- Department of Administrative Applications:
- Database Department
- Users Services Department
- Operating Department
- Department of Systems Programming:
- Information Security Department_



Organizational Structure- Deanship of e-Transactions and Communication



General Administration of Planning, Budget and Follow-up

The administration was established in 1392 h and belongs to the university deputy.

Mission:

To prepare quality budget with scheduling that would meet the actual needs of the University and excellence in the follow-up implementation of the budget and make transfers to address the deficit in support of the developmental goals of the University.

Vision:

Become a unique management model that supports the University's vision and contribute to its excellence and effectively achieve the goals of the university

Functions

- 1- Prepare the annual budget project to keep up with the 5 year plan of the university units.
- 2- Prepare implementation schedules in light of what is approved in the budget.
- 3- Coordinate with the competent departments to study the needs of the project and rescheduling if the necessary.

Main tasks:

- 1- Develop a plan for the preparation of the university budget project
- 2- Assemble proposals of bodies to the budget project
- 3- Prepare estimates of the budget items
- 4- Conduct certification over the budget project
- 5- Prepare amendments to the budget project in accordance with the opinion of the competent authorities.
- 6- Discuss the project before the Ministry of finance
- 7- Receive the university budget following attestation, summarize it and file it with updating to the top management and then disseminate data and instructions provided by the Ministry of finance and national economy on the implementation of the budget to the various university bodies.
- 8- Study the final account reports and file comments to the university officials.
- 9- Prepare studies to pursue contracts and projects
- 10- Follow up the implementation of the approved budget
- 11- Follow up financial transfers between items
- 12- Prepare studies of the financial data
- 13- Combine data and prepare necessary statistics to the administration unit
- 14- Computer works of creating files to the management and retrieve required data
- 15- Respond to the General control Bureau comments on the final account and liabilities during the financial year
- 16- Study management of costs of projects and contracts of deficit
- 17- Study support and cherish deficit items
- 18- Follow up settlement of dues for contractors
- 19- Prepare the university revenue report and file to the Ministry of Finance.



Section one:

Comprises of the following units:

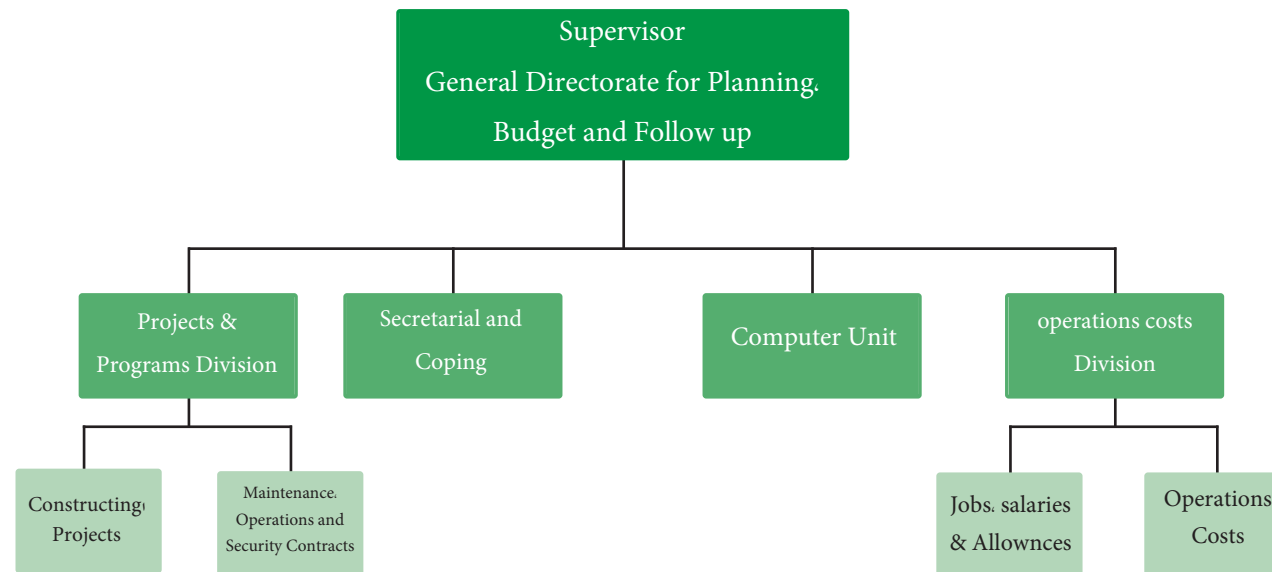
- 1- Annual and semi-annual periodic reports unit
- 2- Jobs unit
- 3-Operational expenses Unit
- 3- Contracts and projects unit

Section two:

- 1- Plan implementation unit
- 2- Job and financial database unit
- 3- Budget implementation follow up unit (reporting and disbursement)

Organizational Structure

General Directorate for Planning, Budget and Follow up



Procurement and warehouses department

Vision:

Secure the needs of the various units of the university with materials, equipment, devices and services and construction materials with quantities and qualities in the right time and price.

Mission:

Supply all of the necessities of the university units with the highest specifications and lower prices in accordance with the competition, government procurement regulations.

Establishment:

This department was established in 1393 H. It belongs to the university deputy. It aims to provide all needs of the university units of colleges, departments and deans with materials, machinery, systems, equipment, services, construction works with the required quantities and qualities, on time and against suitable prices.

Objectives:

To supply the needs of the units with materials, equipment, systems, services with the specified qualities and quantities on time with the suitable price:

Tasks:

- 1- Undertake all executive tasks related to purchasing materials, equipment and systems in accordance with the determined procedures in consultation with the concerned bodies to identify the needs so that necessary purchase procedures are taken.
- 2- Perform all operative tasks related to the service competitions and constructions in accordance with the approved procedures. Participate with the concerned departments in preparing specifications to the com-

petitions of accessories, equipment and identify necessary quantities in accordance with the budget and pre-planning.

3- Coordinate purchase orders and look for vendors inside and outside the Kingdom. Conduct advertisement and announcement and invitations for competitions. Organize meetings with contractors and suppliers and answer their inquiries.

4- Coordinate reception of tools and systems and others in the university warehouses for storage or distribution to colleges and departments as needed after verifying conformity with the required specifications and requirements.

5- Edit contracts and sign them and issue P.O.'s to vendors

6- Take actions to clear commodities through customs and follow up shipping to the university warehouses.

7- Prepare implementation of contracts with the companies awarded the contract, in conjunction with other bodies concerned and pursuant to the conditions and rules and proposals check committees decisions.

8- Monitor and review the performance of warehouse keepers, conduct periodic follow-ups and inspections to ensure validity of stock in compliance with the rules and instructions and to provide safety and security means.

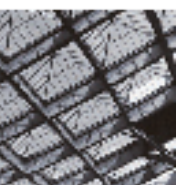
9- Take action to sell consumables or inactive brands or those unfit for use and take part in the committees formed for this purpose.

10- Prepare issue orders of the procurement, review them and provide the financial affairs department with them, and review certificates received from the engineering dept.

11- Receive requests to issue needs of the departments, colleges and deanships from the warehouses and take necessary actions accordingly.

12- Complete purchase documents and check and reception memos, attach with the pay request before referring to the financial dept.

13- Take actions to open documentary credits at the SAMA or any other bank and cooperate with the financial affairs department to monitor such credits.



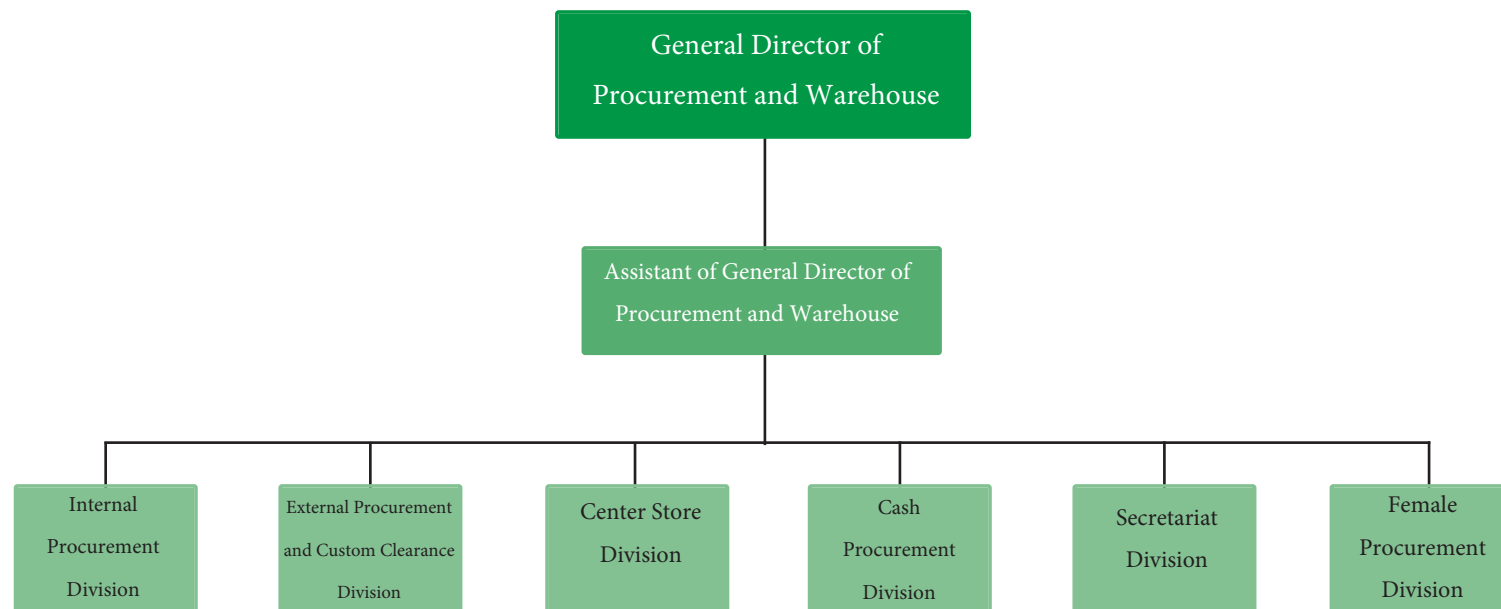
14- Develop valid systems to maintain preliminary and final guarantees provided to the university and control them all the time considering renewal before expiry date.

15- Prepare an annual report on the department's performance and problems faced, in addition to the actions taken to address them as well as the proposals to raise performance levels in the next stage.

Sections:

- Internal purchase section
- External purchase and customs clearance section
- Central warehouses section
- Cash purchase section
- Secretariat section
- Women procurement section

Organizational Structure of the Procurement and warehouses



Financial Department

Vision

Excellence in the management of financial affairs in line with the orientations of the university towards globalization

Mission:

Implementation of regulations and financial procedures of the disbursement and collection electronically with flexibility and efficiency needed to achieve the goals of the university without prejudice to the provisions over these financial operations

Tasks:

- 1- Commence all financial and accounting activities assumed as per the issued instructions within the Royal Decree of the university's budget.
- 2- Use of computer in all financial and accounting works with regard to the disbursement and extract daily, weekly, monthly and annual financial reports, prepare of statements and statistics related to the department works and provide the internal and external bodies with what they need of statements within the jurisdiction delegated.
- 3- Accounting record keeping for the four budget chapters
- 4- Prepare memos of transfer to and from budget item credits
- 5- Take procedures for the university dues collection
- 6- Supervise the university fund and disbursement paymasters to the colleges and hospitals and branches and conduct sudden inventory to the funds
- 7- Prepare the final account of the university
- 8- Prepare an annual report about the department activity and accomplishment besides proposals to improve performance in the future

Sections of the financial department

First: Audit Section: comprises of:

A- Financial transaction auditing unit is for advances, maintenance and operation maturities. The unit undertakes transactions of disbursement, settlement of advances to ensure document validity according to the by-laws and financial instructions in terms of accounting and calculation to prepare disbursement transactions from the operating expense items, maintenance and operation programs and projects from the university's budget as available to the fiscal year to all university units, colleges, hospitals and branches.

B- Correlation and budget unit and disbursement to chapters 2, 3, 4. The unit receives expired financial transactions from the audit unit, codes it and inquires about availability of items and allocates amounts to pay such transactions according to what is available in the approved budget. Accordingly, certificates and pay orders are prepared. The unit as well, controls credits of the budget items, analyzes them and prepares transfer orders and support to such items.

Second: Accounts Section: comprises of:

1- Securities Section (for all university personnel)

The unit receives recovered checks by the paymaster, prepares a statement of the recovered amounts, and makes settlement to the securities account. That is disbursed when requested following completion of procedures. It receives cash amounts like housing deposit, rental of some commercial units at the university.

2- Custody and Advances Unit (for all university personnel)

The unit receives letters of custody journal, advances disbursement applications to create custody journal. Such custody shall be periodically settled as determined.



3- Current Accounts Unit

The unit receives letters and notifications from the Ministry of Finance and Monetary agency and pay orders statements disbursed during the fiscal year to prepare settlements and necessary pay permits in order to identify current accounts like fund account, current account of the Ministry of Finance and monetary agency current account.

4- Checks and Remittance Unit

The unit receives pay permits under remittance account during the fiscal year and transfers based on that, it is cashed from the fund financing the transactions which are less than 20 thousand SR. pay permits are received under pay order accounts to follow arrival of checks from the ministry of finance and deliver them to the paymaster and stakeholders.

5- Journal Unit

This unit receives pay permits under remittance accounts or pay order accounts to record remittance numbers and pay orders and dates it on the computer. Pay documents and settlements are organized by date then identified with the journal statement then journal numbers are issued and final reports are typed in coordination with the computer unit.

6- Files Unit

This unit receives pay permits after cashing, reviews them and sorts their amounts that are not yet paid to their owners in a statement.

7- Cashier's Unit

This unit pays remittances and receives various revenues and requests funding. The cashier keeps a book of payables and receivables of the funds then prepares a statement of payments and another of receivables on a daily basis then sends all to current accounts unit to undertake settlements.

Third: Computer and Payroll Audit Section: comprise of:

1- Payroll Allowances and Awards Audit Unit

This unit audits the disbursement to ensure validity of documents as per

bylaws and financial instructions to prepare disbursement transactions.

2- Budget Correlation and Disbursement Unit for Chapter 1

The unit receives expired financial transactions from the audit unit, codes it and inquires about availability of items and allocates the amounts to pay such transactions according to what is made available in the approved budget. Accordingly, certificates and pay orders are prepared. The unit as well, controls credits of the budget items, analyzes them and prepares transfer orders and support to such items.

3- Computer Unit

The unit receives the expired financial transactions from the budget and correlation unit. It inputs the data of the disbursement permit then back to the competent body to sign the pay and complete the documentary cycle, In addition to the operation of indirect settlement carrying forward programs and withdrawal of monthly salaries from the personnel affairs system, provide digital sequence to the disbursement permits and settlements to extract the journal report with typing records and reports during the financial year.

4- The University Paymaster Unit

He receives incoming checks from the Ministry of Finance by hand, identifies payroll against the checks and edits sub checks in the name of each beneficiary, signed by competent body and distributed to the paymasters of the colleges.

5- Copying Unit

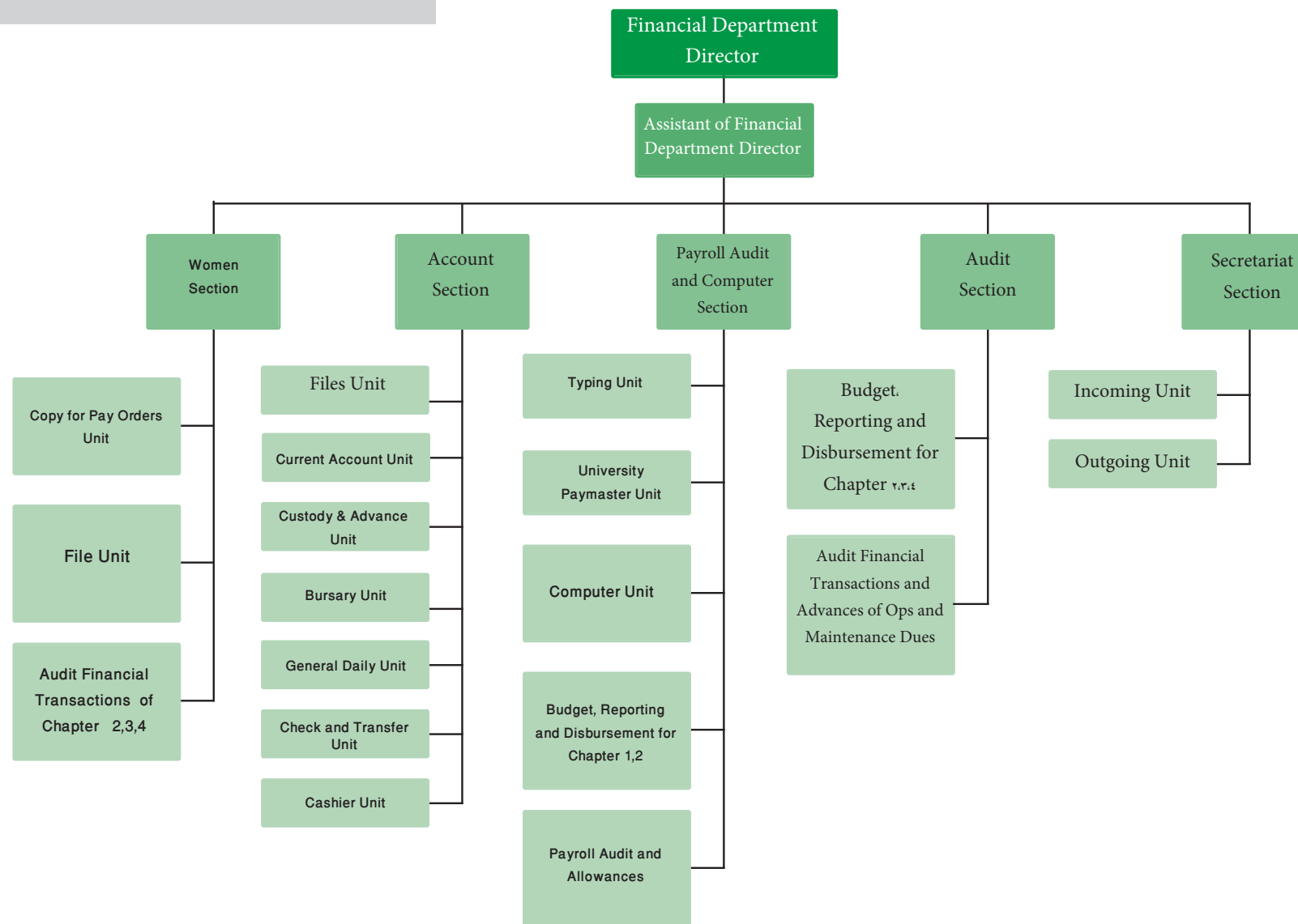
The unit copies to all libraries of all sections in the financial department.

Fourth: Women's section: comprises of:

This section assumes the supportive management role in addition to paying financial dues to the female personnel of the University after coordination with the accounts section. It consists of 3 units:

- Financial transaction audit unit for chapters 2,3, 4
- Files unit to correct and attach copies of documents

Organizational Structure- Financial Department



Transportation Department

Vision:

Secure the needs of the various units of the university with different numbers, sizes and models of cars when and where needed while providing transportation for female students.

Mission:

To secure the needs of various units of the University with cars and provide a unique service to the university units that would facilitate the work.

Establishment:

The department was established with the name of the Traffic Department in the beginning years of the university's opening in 1377H. As the university grew and burdens increased, the name was amended in 1405H. to become the Transportation Department. It is under the authority of the University's Deputy.

Functions and Goals:

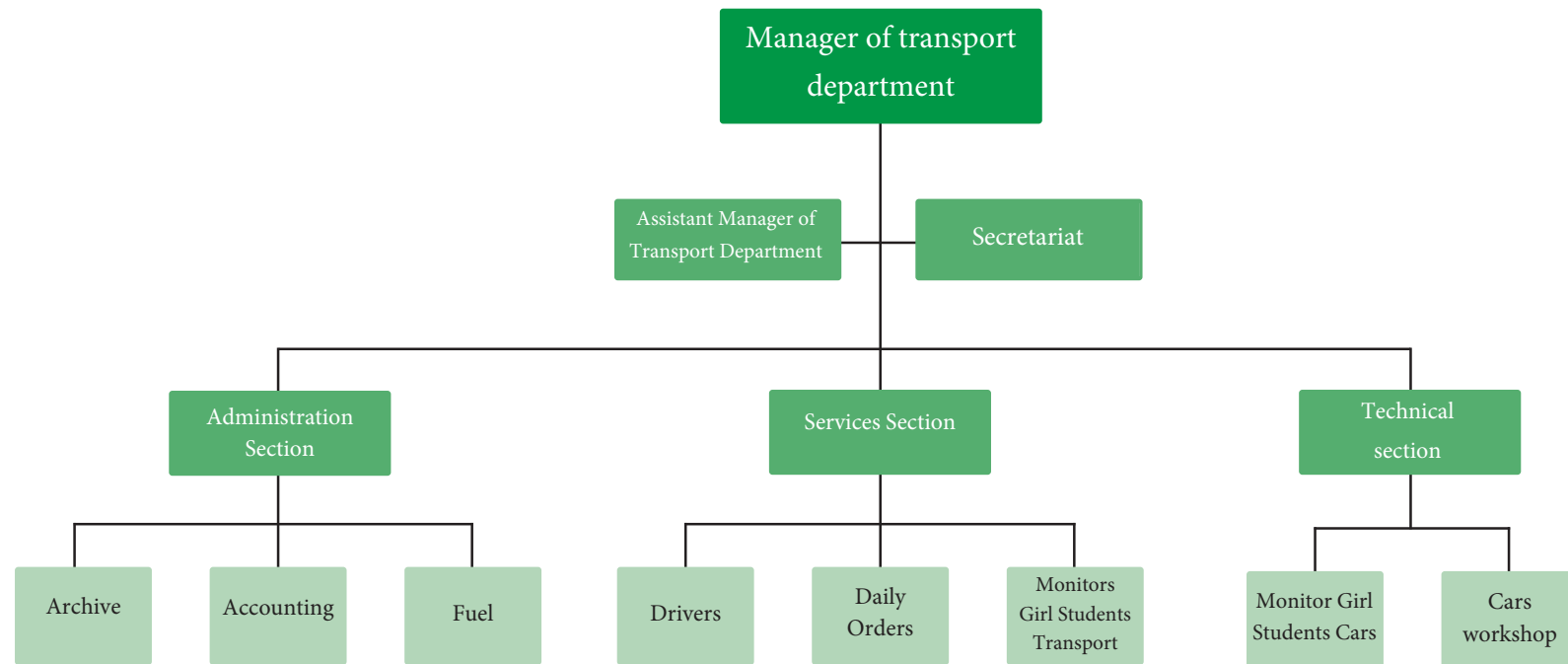
- 1- Provide transportation to students as well as female students, university cadre and visitors. Implementation of tasks related to move tools and furniture in accordance with the regulatory instructions. Supervise traffic and provide fuel, oil and grease to the vehicles pursuant to a sound system that achieves adequate control over consumption. Transfer tools and furniture and materials as requested by the competent bodies.
- 2- Supervise the contractor of transport to female students and provide the procurement department with a monthly report on his performance

- 3- Provide transportation means for the university visitors in coordination with the concerned bodies
- 4- Prepare necessary vehicles and drivers for social and scientific trips for colleges and other university sectors as requested.
- 5- Supervise the vehicles maintenance workshop, organize it and develop periodic and emergency maintenance plans to give rise to entire benefit from the vehicles and avoid damages or defects.
- 6- Prepare a card for each vehicle to show its specifications, date of maintenance and repairs and the set out maintenance program during the next period.
- 7- Supervise drivers and control their work, guide them and seek to raise their performance
- 8- Follow up renewal of vehicles licenses, settle fees on time and contact traffic department accordingly
- 9- Prepare annual budget for transportation and maintenance in coordination with the concerned bodies

Sections of the Department:

- 1- Administrative Section
- 2- Services Section
- 3- Technical Section

Organizational Structure -Transport department



Warehouses control Department

Terms of reference of the department:

- 1 - Setting the criteria for determining annual needs
- 2 - To participate in the work of the budget estimates of the needs
- 3 – Studies of storage priorities
- 4 - studies on the reasons for storage of some items
- 5 –Prepare a catalog of all the assets of the university repositories
- 6 - Review and check purchase orders and make adjustments to the required amounts, as well as names and numbers of items
- 7 - Ensure the integrity of stock movement and periodic matching of records with the records of warehouse control
- 8 - Control of inventory quantities on the one hand and composition of the natural condition of each item and external indicators
- 9 – Doing necessary studies to determine levels of storage and determine the economic size of the stock, according to the conditions and work requirements
- 10 - Control of the limits set for levels of storage
- 11 - Conduct continuing studies on the surplus and, and how to get rid of it
- 12 - Participate in the development of a consistent policy for storing
- 13 – Conducting sudden and periodic inventories follow-up action items to stock in warehouses
- 14 - Participation in the annual inventory and assessment of stocks at the end of term
- 15 - Ensure the safety and accuracy of all the records
- 16 - Registration of the fixed assets of the university and evaluated annually in accordance with the applicable accounting principles to be included in the final account
- 17 - Control of the Covenant of personal and departments, sections and units of various university and necessary record-

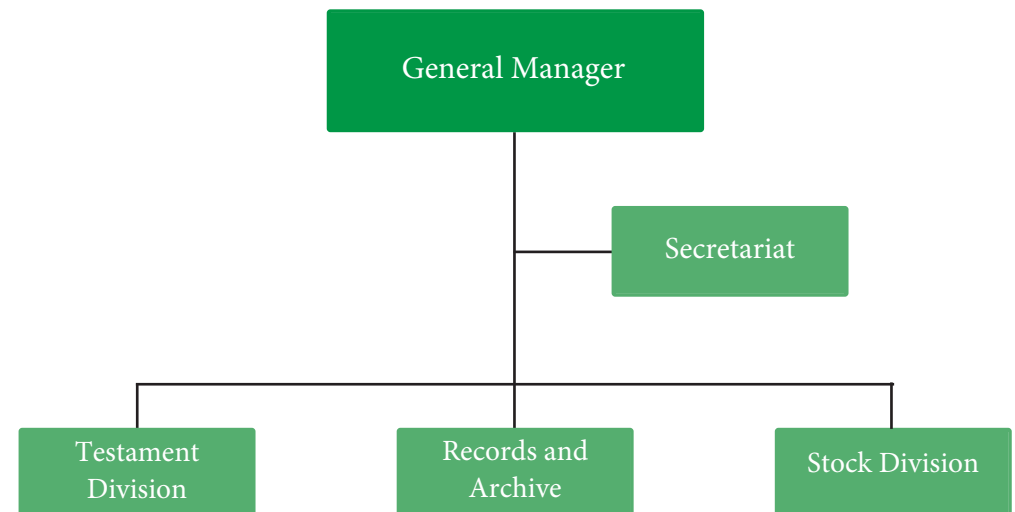
Department Goals:

- 1 - To maintain the assets of the university in all its warehouses and units
- 2 – Attaining the best system for storage
- 3 - make sure and ensure service delivery to all University destinations
- 4 – Safety application and implementation of systems and procedures under the general regulations

Divisions:

- 1 - Inventory Control
- 2 - secretarial and archive
- 3 - Control of the Covenant

Organizational Structure -Warehouses Control



University Estate Department

Vision:

to document the Properties of the University with the state of the art technology to benefit from the property of the University, for the and interest on the University and its Employees

Mission:

Keeping the university property and investments for the benefit and interest of its employees

It was established in 1417h to care for the university assets whether fixed or mobile. It belongs to the deputy of the university.

Goals:

- 1 – Development of university property
- 2 – Participation in diversifying sources of income to the university
- 3 – create a reference to the university properties
- 4 – Proposing ways to preserve the property of the university

Department specialties

- 1-To define, preserve and secure the whole property of land and real estate and movable items of the university
- 2 - keeping complete records of the university property and assets, updating and application of the computer where needed
- 3 - Work to develop plans for investment of university property
- 4 - Follow-up grants, donations and bequests, and endowment that will be provided to the University
- 5 - Preparation of data and information and complete files on the awarding of lands for University employees and follow-up procedures for grant
- 6 - Participating in the committees of the evaluation, pricing and sale

The department is composed of:

First: Documentation Division for:

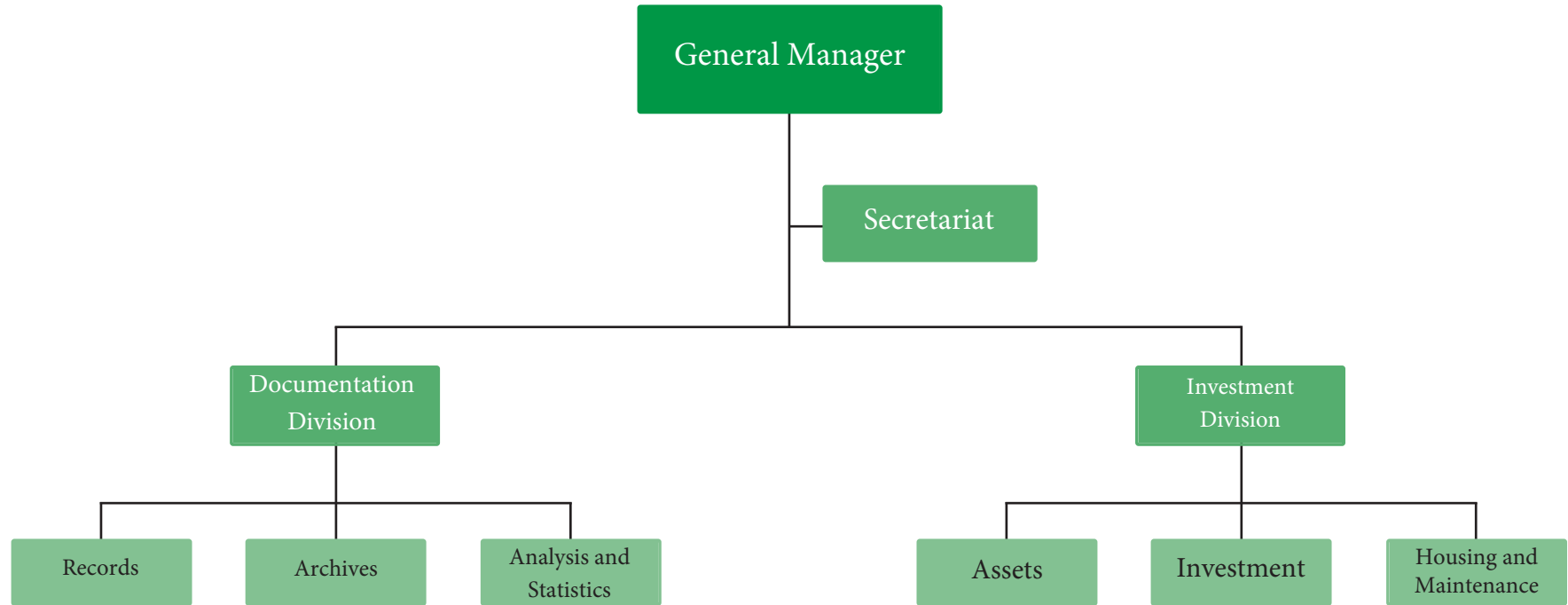
- 1- Sort out documents of the university properties
- 2- Count the university properties of lands, buildings, furniture, systems, cars, equipment and in kind university chattels.
- 3- Documentation of grants, donations and bequests, and endowment that will be provided to the University
- 4-Contact the local authorities to finalize of all procedures regarding lands that belong to the university and representing the university in courts.

Second: Investment Division for:

- 1- Promote the buildings, real courts ready for investment and receive applications for that in coordination with the concerned department.
- 2- Prepare studies for the in kind university properties investment programs
- 3- Participate with the concerned departments in discussing investment services and university building maintenance.



Organizational Structure -University Estate



Administrative Communication Center

The center was established with the outset of the university administration and it was called outgoing, incoming and then it was given a more comprehensive name (public office) and finally and for more specification it has become the administrative communication center after restructuring it before 1400 h. It belongs to the general administration of administrative affairs and operation.

Functions:

- 1- Supervising the work of the Centre and to identify needs of manpower and work to develop the center
- 2- Receive incoming transactions from the top management
- 3- Export all prepared transactions by different departments and distribute them.
- 4- Organize distribution channels in/outside the university to smooth flow of transactions.
- 5 - Preparing files that includes copies of the letters
- 6 – propose the needs of the center of equipment and tools to raise the efficiency
- 7 - To direct the activity and services of the Centre in a manner that would help to raise the level of performance and efficiency

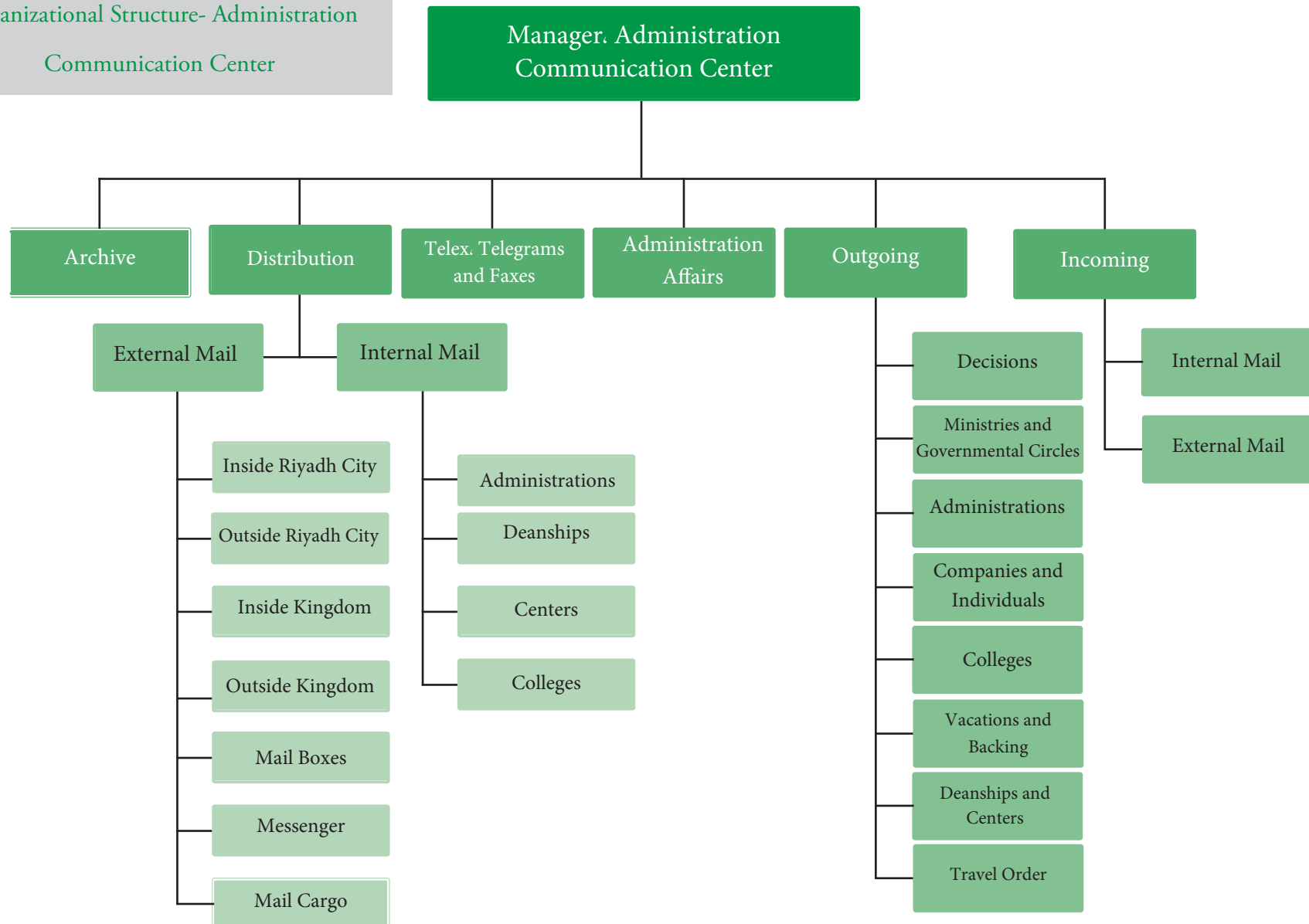
- 8 - Approval of granting regular and emergency leaves, and completing it by the Deanship of the faculty and staff according to the rules
- 9 - Reporting directly about the punctuality of employees of the center and follow-up attendance
- 10 - direct contact with ministries and government departments in all matters relating to the center

Divisions:

- 1- incoming
- 2- Translation
- 3- Photocopying
- 4- Archive
- 5- Mail
- 6- Outgoing



Organizational Structure- Administration
Communication Center



University Project for the people with special needs

Project Vision:

The university provides its special needs students and employees with the needed support services

Project Mission:

The university to be the number one in reaching the special needs in the middle east

Goals:

- Securing needed resources
- Establishing and implementation of policies for providing services to the special needs
- Best utilization of the available technological infrastructure to serve the special needs
- Raising the knowledge and awareness of the staff member to enable them to provide the needed help to the special needs

Tasks :

- 1- Supervising the University Project for the people with special needs and identifying its requirement of man power and to work for its development
- 2- Psychological and sociological preparation of students with special needs in the university and helping them to live normally
- 3- Identify the problems of the special need students and to find means and ways to solve their problems and obstacles and providing them with the means and alternatives to achieve their academic ambitions
- 4- Help them to practice their activities alongside other university students
- 5- Approval of granting regular and emergency leaves, and completing it by the Deanship of the faculty and staff according to the rules
- 6- Delegating the procurement and warehouse administration to direct purchasing with no more than fifty thousand riyals
- 7- direct contact with ministries and government departments in all matters relating to the project



King Khalid university hospital

Vision:

To be the leading medical and health care school. To have an impact on the health of the Saudi society and contributes significantly to the science and practice of medicine worldwide.

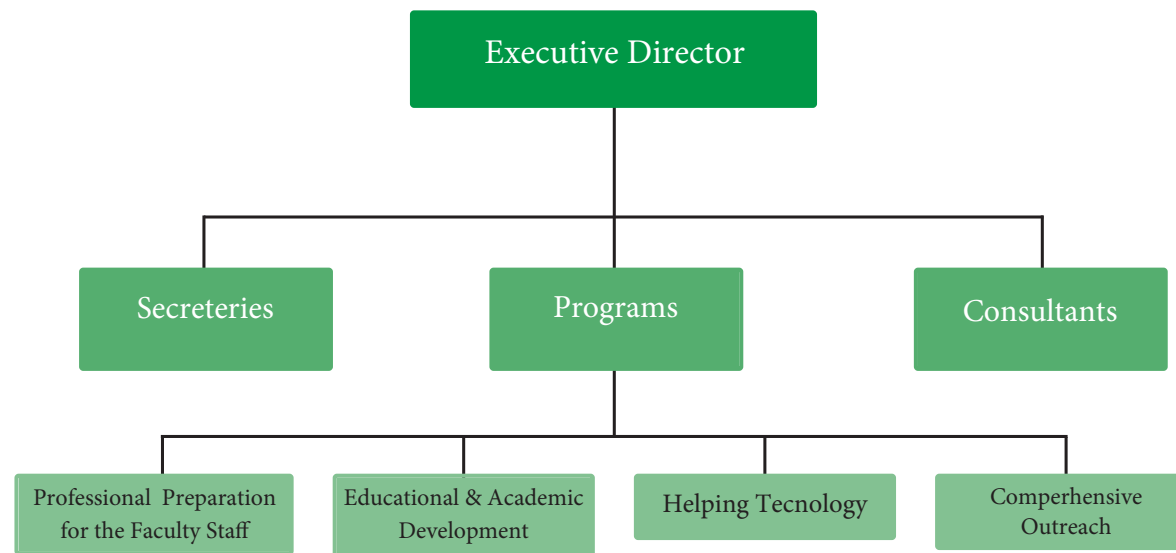
Mission:

Education and training of health care professionals in an innovative learning environment; to explore new areas of research and production of scientific contributions in the world; to provide high quality and compassionate health care to the Saudi community

Objectives:

- Islamic Ethics Code
- Creativity and innovation
- Excellence
- Teamwork, leadership and honesty
- Transparency and accountability
- Lifelong Learning

Organizational Structure University Project for the people with special needs



Manager Functions:

- 1- Managing the hospital affairs in accordance with the current rules and regulations
- 2 - Approval to send doctors from non-teaching staff members to perform the test or interview in the Kingdom and issue tickets for them
- 3- Sign contracts with doctors and other than college members and renew them and finalize their dues
- 4 - Approval to contract with the intern doctors in coordination with the Dean of faculty and staff
- 5 - Approving the appointment of employees and workers at the hospital and dispensing them in accordance with applicable regulations and in accordance with the number specified in coordination with the Dean of faculty and staff
- 6 - Commissioning of direct business and direct purchase of scientific and medical equipment, medicines and laboratory supplies, including no more than two hundred thousand riyals, with the exception that no

more than one hundred thousand riyals,

7 - The signing of procurement contracts, direct and direct reference within the limits of its competence

8 - Approval to conduct auctions and the adoption of the minutes of the sale for not more than one hundred thousand riyals

9 - The distribution of the amounts owed to hospitals and supervising the collection of revenues

10 – mandate to check , an inventory of hospitals in non-specific dates and report in the case of a deficit

11- Permit withdrawing from the warehouses and signing letters of receipt

12- Propose internal rules to improve performance

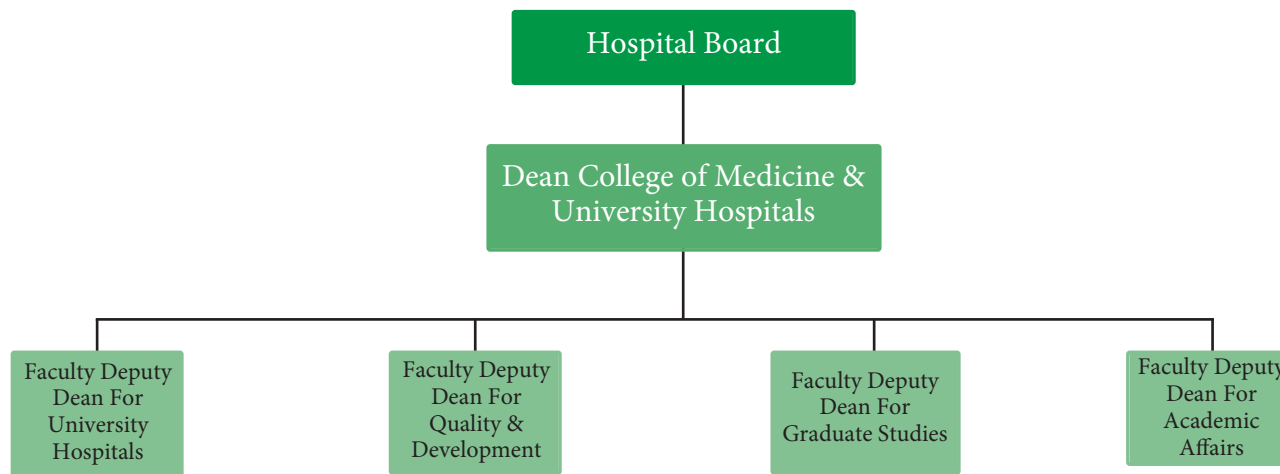
13- Complete procedures to grant all kind of leaves, compensate for them

14- Signing service certificates to hospital employees and Pre-coordination with the manager of hiring affairs division at the general administration of college and employees affairs

15- Sign dispatch decisions, permit to pay dues

16- Direct contact with government bodies provided the contact is with equal positions.

Organizational Structure -King Khalid university hospital



King Abdulaziz university hospital

Vision:

To be the leading medical and health care school. To have an impact on the health of the Saudi society and contributes significantly to the science and practice of medicine worldwide.

Mission:

Education and training of health care professionals in an innovative learning environment; to explore new areas of research and production of scientific contributions in the world; to provide high quality and compassionate health care to the Saudi community

Goals:

Providing health service to all citizens and residents who are entitled, training of Graduate Studies doctors, the training of students of medical colleges and other employees of relevant government sectors, to encourage and support scientific research programs in medical and medical-related sectors.

Manager Functions:

- 1- Managing the hospital affairs in accordance with the current rules and regulations
- 2 - Approval to send doctors from non-teaching staff members to perform the test or interview in the Kingdom and issue tickets for them
- 3- Sign contracts with doctors and other than college members and renew them and finalize their dues
- 4 - Approval to contract with the intern doctors in coordination with the Dean of faculty and staff
- 5 - Approving the appointment of employees and workers at the hospital and dispensing them in accordance with applicable regulations and in accordance with the number specified in coordination with the Dean of faculty and staff
- 6 - Commissioning of direct business and direct purchase of scientific and medical equipment, medicines and laboratory supplies, including no more than two hundred thousand riyals, with the exception that no more than one hundred thousand riyals,
- 7 - The signing of procurement contracts, direct and direct reference within the limits of its competence
- 8 - Approval to conduct auctions and the adoption of the minutes of the sale for not more than one hundred thousand riyals
- 9 - The distribution of the amounts owed to hospitals and supervising the collection of revenues
- 10 – mandate to check , an inventory of hospitals in non-specific dates and report in the case of a deficit
- 11- Permit withdrawing from the warehouses and signing letters of receipt
- 12- Propose internal rules to improve performance

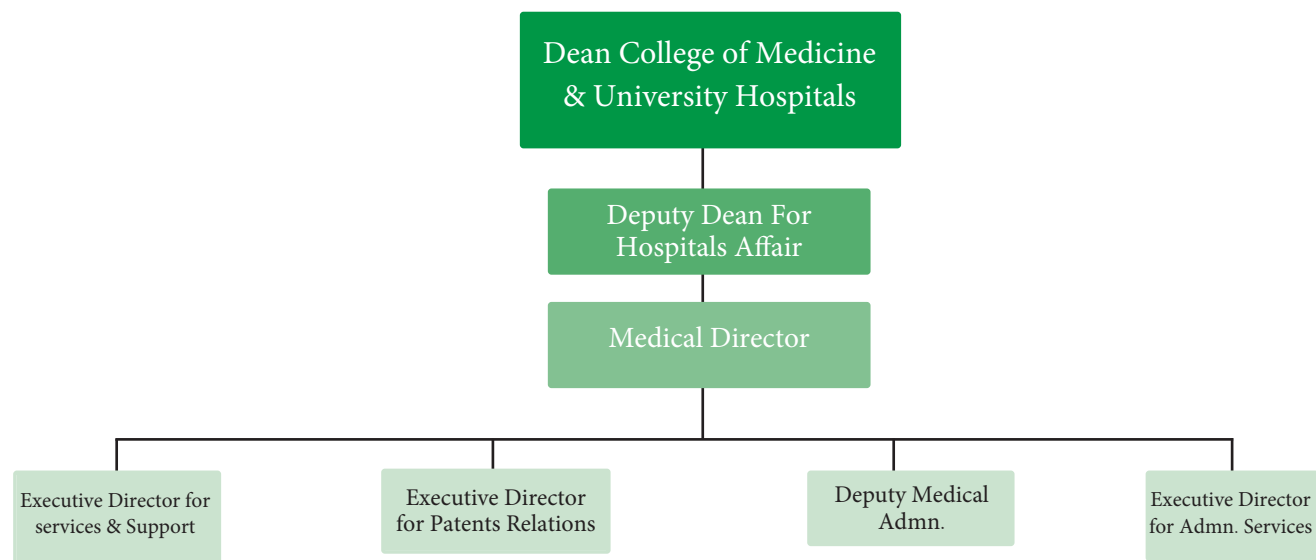
13- Complete procedures to grant all kind of leaves, compensate for them

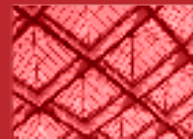
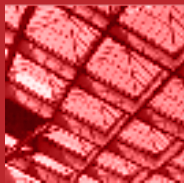
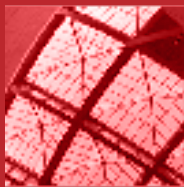
14-Signing service certificates to hospital employees and Pre-coordination with the manager of hiring affairs division at the general administration of college and employees affairs

15- Sign dispatch decisions, permit to pay dues

16- Direct contact with government bodies provided the contact is with equal positions.

Organizational Structure -King Abdulazeez university hospital





University Vice Rector for Graduates Studies and Scientific Research

University Vice Rector for Graduates Studies and Scientific Research

The Deputy for Higher Studies and Scientific Research supports the University Manager in whatever may help the University to accomplish its goals in the field(s) of higher studies, scientific research and community service. Accordingly, he is authorized with the following responsibilities:

- 1- General supervision of the activities of the authorities connected with him and providing whatever suggestions which may advance their productivity. Providing them with what they need to ensure their job performance in the best manner.
- 2- Supervising scientific research activities; executing regulations, by-laws, and decisions related to them. Providing the necessary human and material abilities that guarantee the quantitative and qualitative advancement of basic and applied sciences. Also finding ways to provide research and advisory services according to the needs of the public and private sectors, which will accomplish the requirements of the comprehensive development
- 3- Inviting the individuals who supervise the applied aspect of specific studies that require special experience, with the exception of the projects financed pursuant to Article (47) of the organizing law of financial affairs, or participating in researches outside the University while estimating the total reward for them in accordance with regulations and by-laws.
- 4-Enhancing partnership with the private sector to support and finance scientific research (research chairs program)
- 5-Supervising the execution of the strategic plan for nanotechnology research and attracting distinguished scientists and researchers in nanotechnology. Providing the needed studies for establishing the infrastructure and laboratory equipment related to nanotechnology research
- 6- Reflect a strong image of the university as a distinguished research

center in the eyes of industrial and commercial companies

7-Attracting distinguished researchers from inside and outside the Kingdom

8- Continuous Work to completion of the necessary equipment needed for establishing technology and qualify personnel in basic and applied sciences

9- Seeking additional sources of financing scientific research from many received from intellectual rights

4- Supervising the academic activities carried out by the scientific institutions according to the relevant by-laws and to reduce difficulties and supporting them with all available facilities and possibilities that will enable them to accomplish their goals. As well as ratifying the decisions of the General Assembly of such institutions and submitting semi-annually reports to the University Manager of these institutions.

10- Issuing executive decisions to appoint lecturers, readers, college members, and their promotions, expedition decisions, training and end of service.

11- Issuing executive decisions for scientific leaves for college members.

12- Approval to delegate college members to join conferences and seminars held inside the Kingdom after the approval of the relevant authorities, with the exception of special conferences, provided that it does not affect their academic responsibilities and schedule, along with informing the University Manager's Office with what he decides.

13- Recommendation to delegate college members to attend conferences outside the Kingdom.

14- Request to grant visas for those who are invited to visit the University.

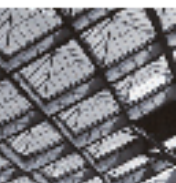
15- supervising programs of the national plan for science and technology and independent research i.e. Sabic

16- Approval of requests for books and periodicals needed by the University libraries.

- 17- Granting advanced payments, within the budget, from the scientific research article which shall not exceed one hundred thousands riyals.
- 18- Continuous planning and supervision of the activities of Prince Sultan Central Library and university libraries.
- 19- Approving the payment of university subscription fees in exhibitions and conferences.
- 20- Advancing the University Journal and advancing the press services which will guarantee the speed of publishing the scientific productions for the college members or the scientific departments and centers in the University.
- 21- Renewing subscriptions of periodicals
- 22- Supplying the various university units with newspapers, magazines and other publications
- 23- Approving university advertisement in the different media channels
- 24-Taking the needed decisions to host the university guests (Airports, renting cars if needed and hotel booking), and coordinating their visits to the different units of the university
- 25- Solving any problems faced by the scientific societies and follow up and support its activities
- 26- Direct supervision on international cooperation work and scientific associations
- 27- Activation of the university membership in the international and regional organizations
- 28- Follow up the implementation of cooperation memos and agreements
- 29-Development of information unit to facilitate international communications
- 30-Publisizing the university worldwide
- 31- Exchanging the university publications
- 32- Strengthen the university journal to ensure timely publication of

scientific research of the university staff

- 33- Supervising translation efforts carried out by the University and to coordinate the efforts with all relevant authorities and scientific departments in order to prepare the plans to contribute in satisfying the university's needs by translating resources and scientific sources into the Arabic language.
- 34- Approving the requests of the press for raw materials, tools, and other materials and determining the amounts of publications needed by colleges, deanships, departments, sections, and faculties and to permit their issuance from the press.
- 35- Collect and document all information related to Price Sultan Center for environment, water and desert studies.
- 36- Coordination between scientific researches related to Price Sultan Center for environment, water and desert studies carried out by the specialized agencies in the University.
- 37-Raising the efficacy of center
- 38- Follow up annual publishing plans.
- 39- - Coordination between scientific researches related to Price Sultan Center for environment, water and desert studies carried out by the specialized agencies in the University.
- 40- Expanding, developing and activation of the role of the earthquake center.
- 41- Follow up implementation of proposals of the various workshops.
- 42-Follow up annual publishing plans
- 43- Co-ordination of the various scientific research conducted by specific bodies in the university that is related to Youth research Center
- 44- - Follow up the execution of various research projects.
- 45- Supervision on scientific research activities financed by the national plan for science and technology and Approving compensations and rewards for researchers, consultants, researchers' assistants, technicians. As well as project and study supervisors according to the project's plan and in accordance with the financial regulations of the institute and the ob-



served rules in the university

46- Supervising the research excellence centers program to meet its goals and designing strategic plan for self financing in the future

47- Involving and facilitating students contribution in the various activities in the university

48- Encouraging the participation of students in organizing activities and conferences held in the university

49- Encouraging students to volunteer in the various activities in the university and outside the university

50- Help students to develop their personality and facilitate their contribution in the various hobbies and activities.

51- Delegation to prepare financial and technical proposals not exceeding 5,000SR.

52- Approving part- time work for not more than thirty days

53- Approving secondment in side the Kingdom for not more than ten days and raising this to the president of the university.

54- Approval to grant ordinary, urgent, and special leaves for employees of departments connected to him, along with informing the General Management of College and Employee Affairs in order to complete the procedures according to the rules.

55- Communicating directly with ministries and governmental departments regarding all things under his authority.

The following units are connected to the University Deputy for Higher Studies and Scientific Research:

1-Deanship of Higher Studies

2- Deanship of Scientific Research

3- Deanship of Library Affairs

4-Scientific counsel and secretary of university council

5- Scientific Publication and Presses

6- Prince Sultan Centre for Environment, Water and Desert Researches

7- Centre for Earthquake Studies

8- The Administration of International Cooperation and Scientific Associations

9- Scientific Research Chairs Program

10- International Twinning Program

11-The custodian of the two Holly Mosques Institute for Nano-Technology Research

12-National Program for Science and Technology

13- Students Partnership Program

14-Intellectual Property Right Program

15- Prince Sultan Bin Abdulaziz International Program for Distinguished Research Scholarships

16- Nobel Laureates Program

17- The fellowship program

18- Attracting Outstanding Faculty and Researchers Program

19- Independent Research Programs

20- Riyadh Techno-Valley Program

Organizational Structure -Vice- Rector for
Graduate Studies and Research

Vice- Rector for Graduate Studies and Research



Deanship of Higher Studies

Overview

The higher studies at King Saud University began in 1393/1394H. in the College of Arts in the Arabic Language Department. Then student numbers began to grow year after year until the University Council approved the establishment of the College of Higher Studies in 1418H. Its name has since been changed to the Deanship of Higher Studies after the issuance of the united by-law of the higher studies in the university. in 1399H. The Dean of Higher Studies is connected to the University Deputy for Higher Studies and Scientific Research in King Saud University.

Vision:

To offer graduate programs characterized with scientific originality and excellence that enable King Saud University to occupy a high position among the national, regional and international universities.

Mission:

To advance graduate programs at King Saud University, improve their outcomes in line with international standards and diversify them in concordance with the needs of national development.

To advance graduate programs at King Saud University, improve their productivity in accordance with international standards and diversify them in accord with the needs of national development.

Objectives

- 1- Taking care of, expand, and publish the Islamic and Arabic studies.
- 2- Contribute in enriching human knowledge in all of its branches through specialized studies and researches in order to achieve innovative scientific additions and discovering new facts.
- 3- Enabling the excellent graduates to continue their studies locally.
- 4-To qualify the university graduates of studies and research with a sci-

entific, high-level and specialized qualification in all fields of knowledge consistent with the needs of the Kingdom and the acquired scientific degree.

5- Encouraging qualified individuals to follow the rapid development of science and technology and encourage them to develop scientific researches that will aid in solving the issues of the Saudi community.

Functions of the Dean of Graduate Studies

- 1 - the presidency of the counsel of Deanship and Graduate Studies
- 2 - Follow-up the implementation of the rules and regulations of the graduate studies , in addition to the resolutions of Deanship of Graduate Studies and the University Council-related matters of Graduate Studies
- 3 - the organization of technical affairs, administrative and financial for Graduate Studies and coordination with the relevant authorities
- 4 - To issue the decrees implementing the issues which was approved by the Board
- 5 - Development of the ties of the University and institutions interested in postgraduate study at home and abroad
- 6 - Develop the relationship with other bodies , centers and units and Arab and foreign universities
- 7 - annual reporting on the progress of Graduate Studies to the University Council at the end of each academic year after its adoption by the Council of Deanship of Graduate Studies

Functions of the Deanship Council:

- 1- Suggesting the general policy of higher studies, amend it, coordinating it with all University's faculties and institutions, and following-up its execution after approving it.
- 2- Suggesting by-laws in coordination with the scientific departments concerning the organization of scientific studies.
- 3- Suggesting the admission rules for higher studies, executing and su-

pervising them.

4- Recommend the admittance of new programs after discussing and coordinating between them and the existent programs.

5- Recommendation of approval of higher studies curriculum and its amendment or replacement.

6- Recommending the titles of higher studies in both Arabic and English pursuant to the recommendation of Faculties Council.

7- Recommendation to grant scientific degrees.

8- Deciding all student affairs related to the higher study students in the University.

9- Approving the establishment of supervision committees and discussing scientific papers.

10- Establishing the general framework of the research plan and the regulating plans of how to write, print, produce, and present scientific papers and the report forms of the discussing committee, as well as to decide such papers.

11- Evaluating higher study programs in the University periodically through specialized committees or bodies inside or outside the University.

12- Examining the periodical reports submitted by the scientific departments in the University.

13- Examining what the University Council, President, or University manager refer to it and express its opinion.

Functions of the consultants:

1-Following up graduate studies programs

2- Following up post graduate research proposals

3- Giving recommendations for issues directed to them by the Deanship council

Functions of the Committee of Student Affairs:

- The preparation of studies and statistics for the number of admitted students into graduate studies at the university level and comparing them with the proposals of departments and colleges.

- Follow-up of the performance of graduate students in all study phases and in all colleges of King Saud University so as to ensure compliance with the Unified Law for Graduate Studies at Universities and its Regulatory and Executive Rules and Procedures.

- The examination of applications of additional and exceptional periods and determining the extent of adherence to the Unified Law as well as submitting the necessary recommendations thereof.

- Considering reasons for cancellation of registration or re-registration and recommending the acceptance or non-acceptance of those reasons in the light of the Unified Law.

- Considering the proposed formation of judging panels for master and doctoral dissertations by departments and colleges and the extent of compliance with regulations, in addition to the preparation of the necessary recommendations thereof.

- Considering applications for scholarships and proposing the appropriate recommendations thereof.

- Examining what is produced by the Council of the Deanship of Graduate Studies

Deanship Divisions

- Admissions Unit

- Student Affairs Unit

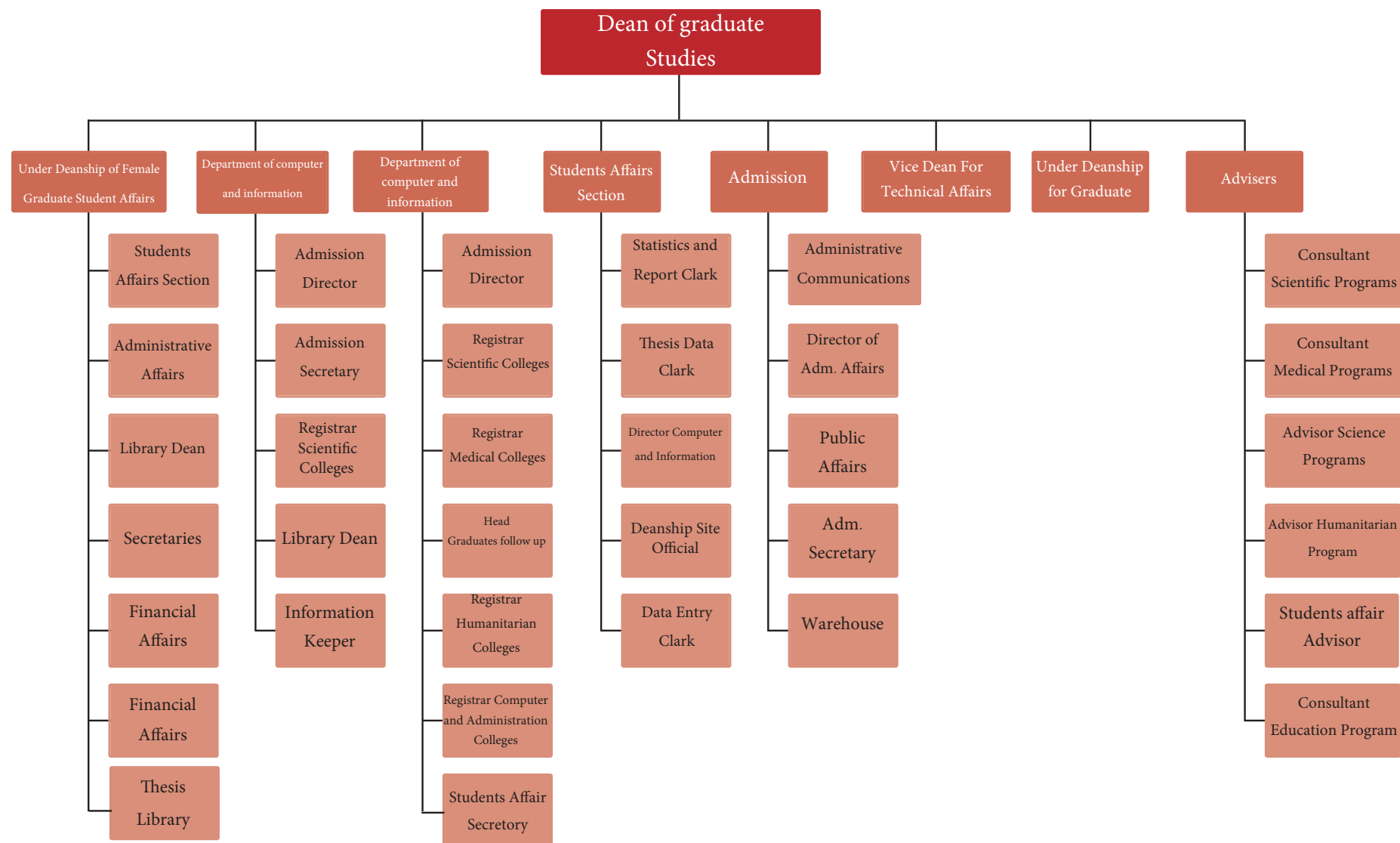
- Computer and Information Unit

- Administrative Affairs Unit

- Quality & Development Unit



Organizational structure of the Deanship of Graduate Studies



Deanship of Library Affairs

Vision:

Work to be center of knowledge and information and resource on the global level. Library will support the learning and teaching by providing a learning environment that will provide information and services to users when they need and will enhance thinking creatively and critically through the literacy information and the preservation and development of partnerships within and outside the university.

Mission

University is committed to excellence and innovation in teaching and services, research and other scientific activities and the library is committed to supporting this trend by providing high quality services to meet the user's expectations

Library goals,

- 1- Acquisition of books and non-book materials in the various branches of knowledge in order to promote study and research.
- 2- Undertaking the technical operations associated with the organization and preservation of the library's materials.
- 3- The preparation of catalogs of library's acquisition, as well as bibliographies of works produced on National, Arab and International levels and provision of appropriate places for reading and study.
- 4- The promotion of awareness of the University's publications, their exchange distribution and sale on local, Arab and International levels; the organization of book fairs and participation in both local, and international exhibitions.
- 5- Co-operation with libraries, documentation centers, and other related organizations.

Tasks :

- 1- Proposing the general policy of the University's libraries in the light of the academic university programs and the needs of scientific research in every college, and to present them on the permanent consulatory committee of the University's libraries in order to accredit them.
- 2- Carry out the University's policy in providing the needs of Prince Selman Central Library and the subsidiary libraries with all information sources like books, references, periodicals, treatises, newspapers, maps, electronic means and other educational materials and equipment and the means that aid research in the limit of the available capacities, as well as to coordinate between these needs.
- 3- Selecting the library's materials and sources and what this necessitate of the acquisition of necessary selecting equipment, and communicating with local and international publishing houses, and the joint co-operation between the members of college and specialized librarians in the Deanery in order to organize and select the materials scientifically in accordance with the requirements of the academic programs in the university.
- 4- Providing the university libraries with various materials and publications by direct provision.
- 5- Receiving publications and various materials, inspecting their compliance with the required, following-up the requests and carry out the procedure of paying its value.
- 6- Registering, classifying, and indexing the publications and various materials and distributing them to all libraries according to the existent plans, as well as, to prepare the necessary card indices.
- 7- Exchanging books and other publications and to give them as presents to the scientific institutions in order to establish scientific relations between the University and the scientific community.
- 8- Holding and supervising book exhibitions and facility their procedures.
- 9- Preserving and developing the University's acquisitions like manu-



scripts, organizing them, and setting the rules of its usage, along with providing and organizing photocopying services for students and the members of college and other, and photocopying manuscripts and scientific researches.

10- Carrying out the works of admitting the computer in the technical works of the library like the provision, indexing, classification, lending works and the storing and retrieving of information.

11- Organizing training and expedition programs of the Deanery personnel in order to support the library with scientific and technical experience necessary to the appropriate professional performance in cooperation with the Management of Expedition and Training in the university and other relevant bodies.

12- Contributing in establishing the Information Center of Arab Peninsula and Arab Gulf Countries in order to take care of the history and local and territorial heritage of the Arab Peninsula and the Gulf countries, and developing special groups for this purpose and designating special halls and providing them with various materials and publications like books, references, documents, reports, and articles related to the historical, political, social and other affairs.

13- Supporting the libraries collections with official governmental documents and publications issued by territorial and international countries, organizations and bodies, and to organize them pursuant to their special nature in order to make researchers profit from them like the publications of the United Nations and its specialized agencies.

14- Submitting an annual report to the University management about the achievements of the Deanery and the accredited plans and programs and what have been carried out, as well as the difficulties of execution and the Deanery's proposals to solve these problems.

15- To make aware of the intellectual and scientific production of the

university like books, researches and scientific periodicals by participation in national, Arab, and international book exhibitions.

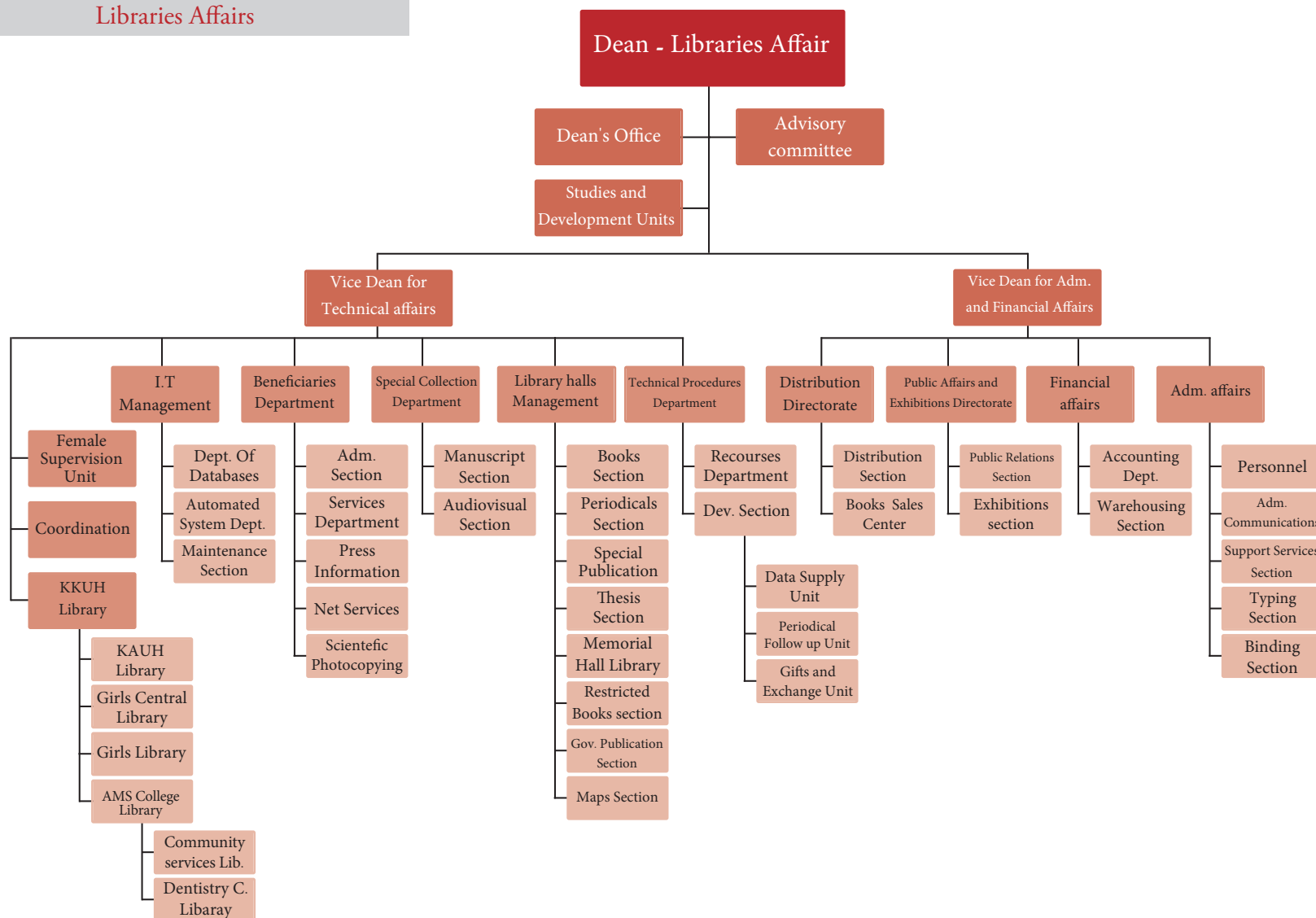
Divisions:

- 1-Deanship administration
- 2-General Indices
- 3-Periodicals
- 4-Distribution and Fairs
- 5-Special collections
- 6-Govermental collections
- 7-Photocopying
- 8-Visual and Auditory materials
- 9-Automatic operation unit

Technical Departments of the Deanery:

- 1-Deanship Administration
- 2-Administrative Affairs
- 3-Financial Affairs
- 4- Provision Department
- 5- Indexing and Classification Department
- 6- Periodicals Department
- 7- Distribution and Exhibitions Department
- 8- Manuscripts and Special Collections Department
- 9- Governmental and Authentication Department
- 10- Scientific Photocopying Department
- 11- Visual and Auditory Materials Department
- 12- Automaton Department

Organizational structure of the Deanship of Libraries Affairs



Deanship of Scientific Research

The deanship was constructed after the United List for scientific researches have been released in the year 1419 H. which framed the skull of the deanship and its missions. As a result the council for the deanship released its decision, considered and approved in for the universities and higher education system.

Vision:

Research, creativity and scientific innovation in various fields of knowledge.

Message

Encourage outstanding research activity by creating an environment attractive and stimulating that supports excellence and creativity of researchers in all fields of knowledge to achieve global leadership for the local and global economies.

Goals:

- 1- Brining into view the Islamic system and its accomplishment in the history of human civilization and sciences.
- 2- Collecting, maintaining, indexing, and examine the Arab and Islamic heritage and facilitating it to researchers.
- 3- Providing scientific advice and developing scientific and practical solutions for the community's problems through studies and researches requested by governmental and civil bodies.
- 4- Transferring and settling the modern technology, as well as, participating in developing and adapting it for the local situations to serve the development purposes.
- 5- Connecting scientific research with the university purposes and development plans, as well as, to keep away from duality and repetition and benefitting from the previous studies.
- 6- Developing a generation of excellent Saudi researchers and training

them to carry out original high-level researches through the participation of higher studies students, lecturers, and researchers' assistants in carrying out scientific researches.

7- Advancing the level of university education and higher studies.

Council of Scientific Research Deanship

Functions of the Council of the Deanship of Scientific Research:

- 1- Organizing communication with local and foreign research centers outside the university and advancing the cooperation with them in order to benefit from all new things.
- 2- Proposing by-laws, regulations, and procedures of the scientific research movement in the university.
- 3- Approving the researches and study projects, following up and evaluating its performance as well as expending on them according to the regulating rules.
- 4- Propose organizing means with the various research centers outside the university and cooperating with them.
- 5- Coordinating the work between research centers in the university and eliminating multiplication of their performance while encouraging joint researches between departments and faculties in order to advance the efficiency of using the available materials.
- 6- Recommending approval of the publication of researches that have been determined to be published according to evaluation and publishing rules in the university.
- 7- Encouraging members of colleges and other researches and motivate them to carry out innovative scientific researches and facilitate to them the means to accomplish the research, especially for full-timers; as well as to enable them to finish their researches in a proper scientific ambience.
- 8- Establishing a database for the current and finished researches in the

university while exchanging research information with universities and other research centers.

9- Examining the annual report and final balance of the scientific research activities in the university in order to submit it to the University Deputy of Higher Studies and Scientific Research.

10- Supervising and following up researches financed by other sectors outside the university within its functions.

11- Examining what is submitted to the Deanship by the University Manager or the University Deputy of Higher Studies and Scientific Research

Research Council Committees

- Research Centers follow up and Development Committee
- Scientific Publishing Committee
- Financial Committee

Research centers Development and follow up Committee

Tasks:

- 1 - Supervision and follow-up achievements and activities of the research centers
- 2 - preparing for the annual meeting for managers of research centers
- 3 - Study human and financial requirements and equipment for research centers
- 4 - Developing the capacity of staff, particularly in terms of Computer skills
- 5 - Work to consolidate and develop the models used in research centers
- 6 - Preparing and updating the handbook guide for the Deanship of Scientific Research
- 7 - study the issues referred to it by the Council of Deanship of Scientific Research or the Dean of Scientific Research

Scientific Publishing Committee

Tasks

- 1 - Proposing priorities of scientific publishing at the University
- 2 - Follow-up what is related to scientific publishing in the university
- 3 - Coordination between the Deanship of Scientific Research and research centers
- 4 - Study of scientific and arbitration proceedings at the university and make recommendations and suggestions
- 5 - Proposing a model for the organization's rules to print research
- 6 - Studying the establishment of a periodicals library and research base
- 7 - Working to improve the capacity of research centers
- 8 - Issuing a publication of the scientific research at the University
- 9 - Study the obstacles that may hinder scientific research in the university
- 10 - Study Topics referred to it

Finance Committee

Tasks

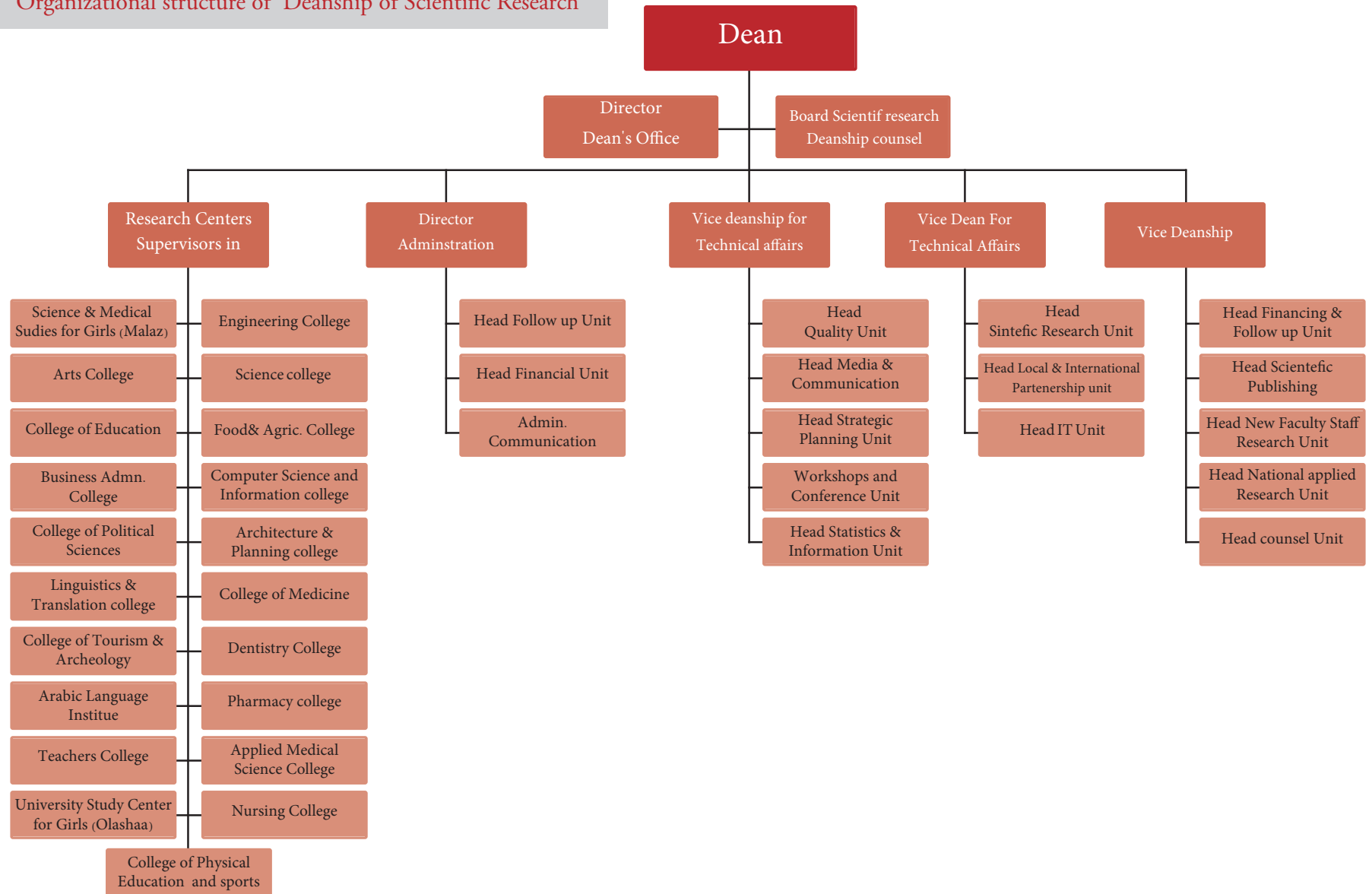
- 1 - Proposing the annual budget for research centers
- 2 - Propose ideas to support for scientific research
- 3 - Proposing the procedural rules that govern the financing of research projects
- 4 - recommend the funds necessary for the development of scientific research centers
- 5 - Follow-up of financial reports submitted by research centers
- 6 - study the subjects referred to it by the Council of Scientific Research Deanship

Research Centers

Deanship of Scientific Research oversees the research centers at the University colleges



Organizational structure of Deanship of Scientific Research



The Administration of International Cooperation and Scientific Associations

Functions

1. Activate the university grants for the higher studies researches,
2. Represent the university and introduce it in the international assemblies
3. Activate the university's membership in the different organizations
4. Prepare and follow-up understanding memorandums with the international competent authorities

The Administration Objectives

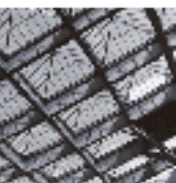
1. Finding the appropriate milieu for the international cooperation
2. Motivating the administrative units at the university to activate the international cooperation;
3. Looking for different opportunities for the international cooperation;
4. Evaluating the international cooperation. In the past, present and future

Major goal

The administration of the international cooperation concerns in increasing and activating this cooperation in the field of higher education with the universities, institutions and organizations so as to realize the objectives of the university.

The Scientific Associations Established at the University of King Saud

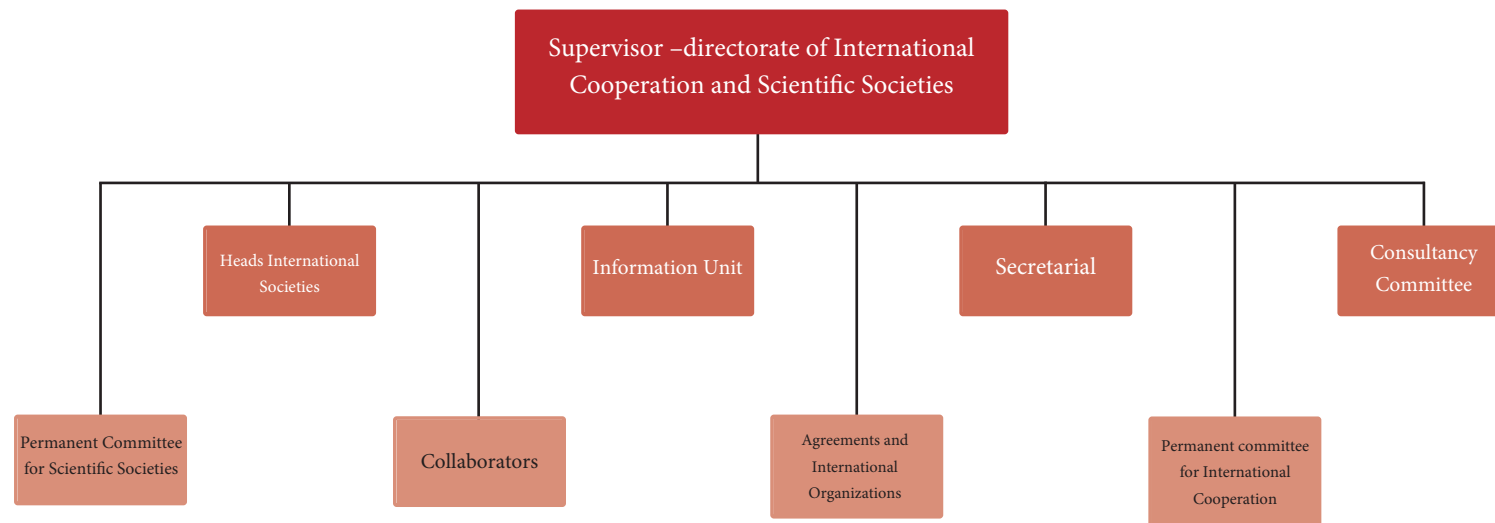
- 1- The Saudi Society for the Life Sciences
- 2- Saudi Dental Society
- 3- Saudi Physical Therapy Association
- 4- Saudi Thoracic Association
- 5- Saudi Anesthetics association
- 6- Saudi Heart Association
- 7- Saudi Pharmaceutical Society
- 8- Saudi Society for Science Urbanism
- 9- Saudi Computer Society
- 10- The Saudi Society for Food and Nutrition
- 11- Saudi Society for Educational and Psychological Sciences
- 12- The Saudi Society for General dialects and folklore
- 13- Saudi Accounting Association
- 14- Saudi Economic Association
- 15- Saudi Society for Ear, Nose and Throat
- 16- Saudi chemical Society
- 17- Saudi Society for the digestive system
- 18- Saudi pediatric association
- 19- Saudi Society of Dermatology and Dermatologic Surgery
- 20- Saudi Society for Nephrology
- 21- Saudi Society for Agricultural Sciences
- 22- Saudi library and Information Association
- 23- Saudi Association for Media and Communication
- 24- Saudi Management Association
- 25- Saudi Ophthalmology Society
- 26- Saudi Society for Archeological Studies
- 27- Saudi Historical Society
- 28- Saudi Geographical Society
- 29- Saudi orthopedic association
- 30- Saudi Society of Telecommunications Engineering



- 31- Saudi Society for Political Sciences
- 32- Saudi Association for Mathematical Sciences
- 33- Saudi Society for Chemical Engineering
- 34- Saudi Earth Science Society
- 35- Saudi Pediatric Association
- 36- Saudi Society of Audiology and Speech
- 37- Saudi association of neurologic surgery
- 38- Saudi Society for Osteoporosis
- 39- Saudi Society for Population Studies
- 40- Saudi Association for Special Education (Juster)
- 41- Saudi Entrepreneurship Association

- 42- General Saudi Systems
- 43- Saudi Society for Electrical Engineering
- 44- Saudi Society of Real Estate Sciences
- 45- Saudi cancer society
- 46- Saudi association of pediatric hematology oncology
- 47- Saudi Scientific Society for laparoscopic surgery and surgery a few overlapping
- 48- Saudi Society of Pathology and Laboratory Medicine
- 49- Saudi Society of Allergy and Immunology
- 50- Saudi Society of Clinical Laboratory Sciences
- 51- Saudi Association of Community Colleges

Organizational Structure of International Cooperation and Scientific Societies



Academic Publishing and Press

Vision:

Excellence in academic publishing and providing printing services

Mission:

Consolidation of the university's reputation and prestige in the world through publishing of academic production and translated work and periodicals to achieve community partnership and knowledge society and providing the university with the high quality printing facilities

Objectives:

1. Providing information receptacles
2. Publishing researches and papers
3. Enhancing the academic prestige of the university
4. Applying modern publishing methods
5. Serving the community

Tasks;

- 1- Publishing scientific research of the university staff, make the references and book available to the students in addition to the periodicals in various scientific and humanities disciplines and
- 2- Printing all university materials including the university weekly newspaper (Resalt Aljamah), research centers , scientific associations and the rest of university activities

Administration Sections:

Quality and Production Division

Supervisor Pre-Printing section include:

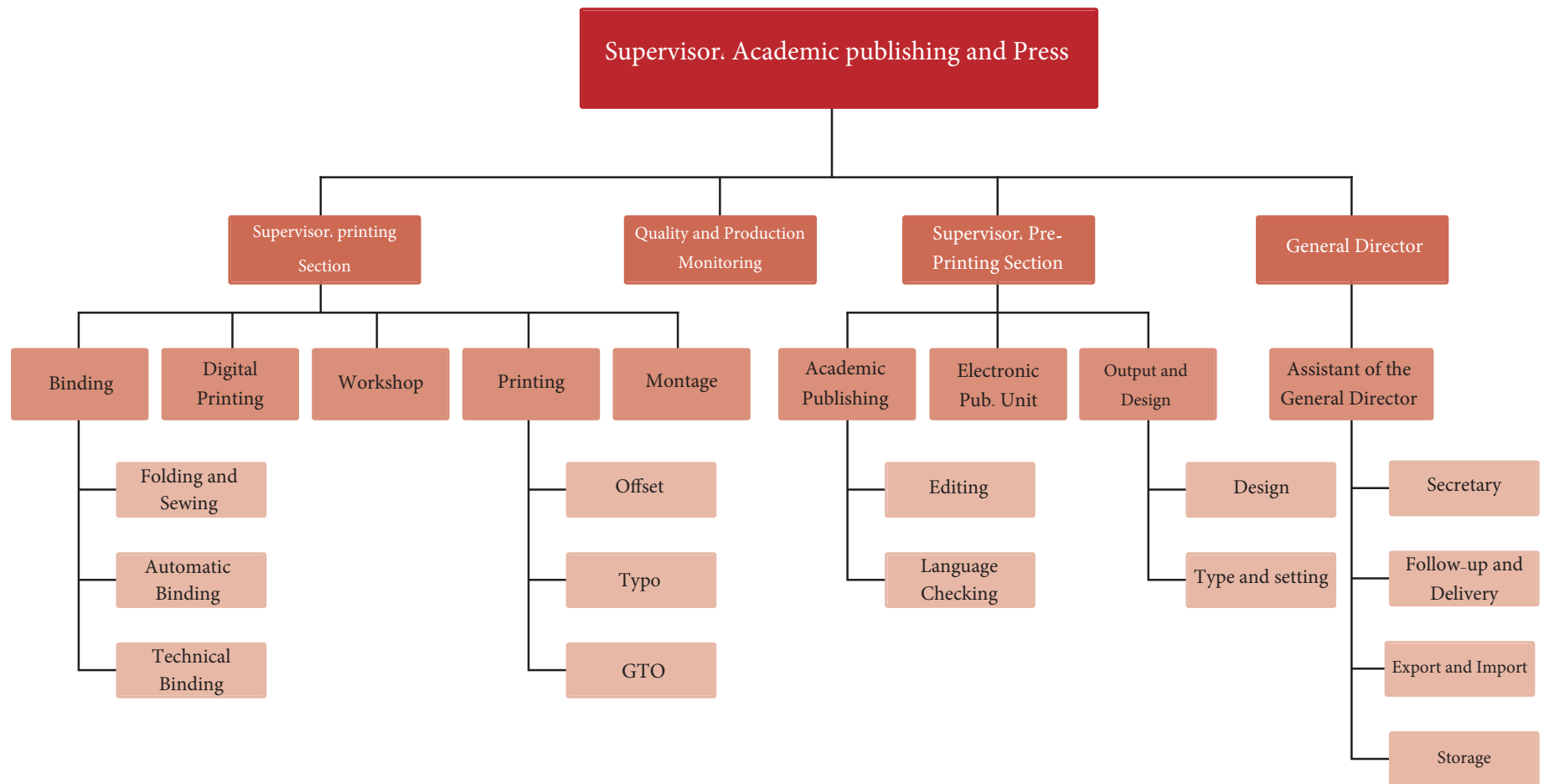
- 1-Academic Publishing Division
- 2-Typesetting and Design Unit
- 3-Electronic Publishing

Supervisor Printing, Binding Sections

- 1-Workshop
- 2-Digital Printing
- 3-Montage
- 4-Printing
- 5-Binding



Organizational Structure of Academic publishing and Press



Scientific Council and the Secretary of University Council.

Vision:

Quality performance of faculty members in academic and scientific research that contributes to the achievement of global leadership and excellence and building a knowledge society

Mission:

Supervision on the academic affairs of the members of college, research affairs, studies, and publication

Goals:

In every university a scientific council is established to supervise the academic affairs of the members of college, research affairs, studies, and publication. It is organizationally connected with the University Deputy for Higher Studies and Scientific Research. He is specifically entrusted with delegating following duties:

Tasks

- 1- Recommending the appointment of the members of college.
- 2- Deciding the scientific promotions for members of the college in accordance with the rules enacted by the Council of Higher Education.
- 3- Encouraging scientific research, writing, translation and publication.
- 4- Establishing rules to encourage the preparing of scientific researches and suggesting the establishment of scientific research centers.
- 5- Coordinating and organizing the relationship between and with research centers outside the University.
- 6- Determining the rewards for the scientific works, deciding them, and ordering their issuance.
- 7- Publication of researches, books, and scientific papers which he deems appropriate to publish.
- 8- Recommending the issuance of scientific periodicals, establishing scientific institutions and coordinating them.
- 9- Deciding the books and university papers to be submitted to him which need revision.
- 10- Evaluating scientific certificates submitted by Saudi members of college.
- 11- Consideration of what was submitted to him by the University Council.



Prince Sultan Center for Environmental Research, Water, and Desert

Prince Sultan Research Center for Environment, Water, and Desert studies was first established according to administrative order no. 12873 (25/10/1406H.) Corresponding to 1986 as the Center for Desert Studies.. Its establishment stems from the dedication of the government to creating specialized research centers to address vital issues such as the dry desert environment dominant in the Kingdom. The center aims to design and carry out scientific research relating to the development of the desert environment and combat desertification in the Peninsula, especially in Saudi Arabia.

Vision

Global leadership and excellence in building a knowledge society

Mission:

Providing distinguished education and production of innovative research to serve the community and contribute to building the knowledge economy through the creation of an environment conducive to teaching and intellectual creativity and optimum utilization of technology and local and global partnership

Objectives

- 1 - Design and conduct scientific research related to dry areas, especially research related to environment, water and desert.
- 2 - Support scientific research conducted by the university and the specialized agencies on the environment, water and desert.
- 3 - Coordination and cooperation with stakeholders within and outside the university in the studies and research and activities related to environment, water and desert.
- 4 - Collecting and documenting information related to the environ-

ment, water, desert and presentation of a valid application for direct use.

5 - Using modern technologies, especially remote sensing and geographic information systems in studies and research the desert environment.

6 - Organization of conferences, meetings, seminars and workshops on environment, water and desert.

7 - Preparation of training courses for some of the competencies in the various fields of studies of the environment, water, desert and remote sensing techniques.

8 - Provide technical consultancy and technical assistance to researchers and students in the university and beyond.

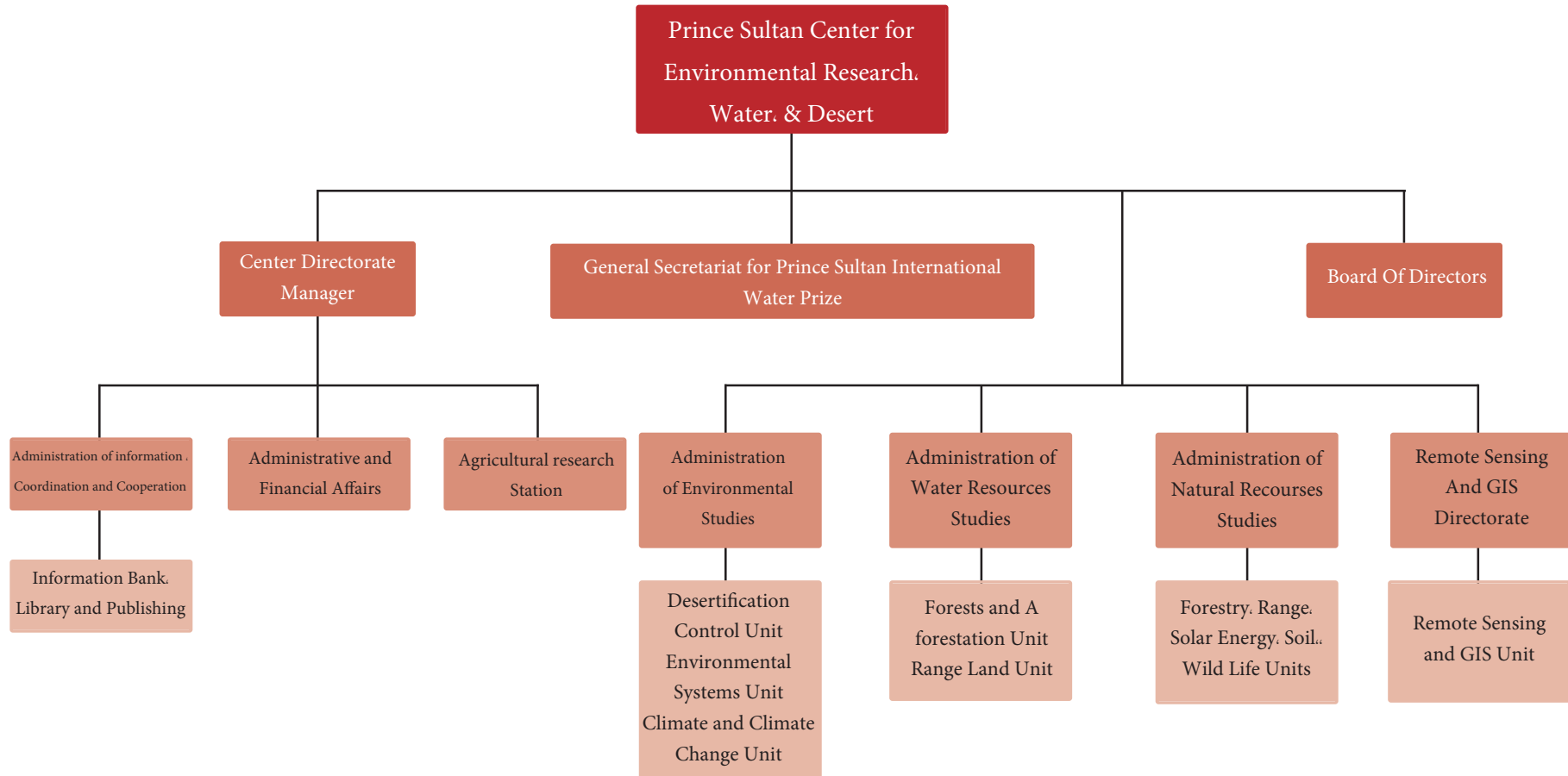
9 - Publish scientific researches and related topics, the Center's research activities.

10 - Support and Development Award, Prince Sultan Bin Abdul Aziz International Prize for Water by the fact that the center seat of the Secretariat of the award

Tasks

- 1- Management of The administrative and financial affairs of the center
- 2- Report to the Deanship of faculty and staff Affairs about positions approved and require the appointment in order to take the necessary steps about the announcement of these positions in accordance with the procedures specified for that
- 3- Completion of the initial actions of the contracting
- 4- To authorize payments from the center

Organizational Structure of Prince Sultan Center for Environmental Research, Water, and Desert



Seismic studies Center

Vision:

Scientific research center of international caliber in seismic studies

Mission:

Upgrading seismic research to international standard and utilizing the research results to reduce the effects of earthquakes

Objectives:

1. Recording and following up the local seismic, regional and long term activities.
2. Focusing efforts on the local seismic activity with a view to evaluate the level of seismic risk for use in the development of special designs for installations and vital facilities.
3. Conduct studies and research on earthquakes and development of a seismic data.
4. Scientific journal issued on behalf of the Center specializes in seismology in addition to newsletters and urgent.
5. To provide advisory services to public and private sectors and to support student research and open channels of communication of all the scientific similar both at home and abroad.
6. Carrying out geological studies and seismic, structural, environmental, inhabited areas and areas with important industrial and economic development.
7. Banai design development in collaboration with the Faculty of Engineering University using the analysis programs and reduce the risk of earthquakes and to identify points of seismic risk in the Kingdom of precision required.
8. Coordination with the concerned authorities for the work of standard specifications of the buildings resistant to earthquake risk.
9. Preparation of technical cadres and scientific national specialized in

the field of seismic studies.

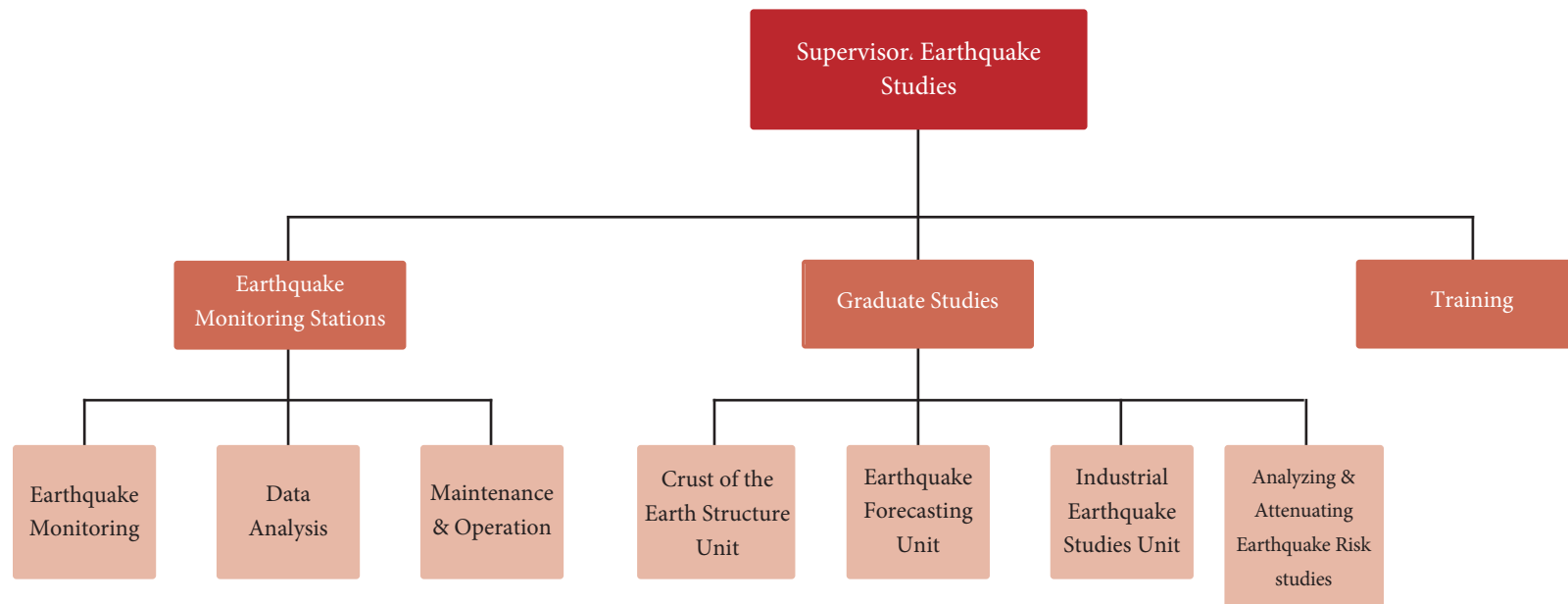
10. The establishment of geodetic network for follow-up of vertical and horizontal movements on active faults for possible use as an early indicator to predict earthquakes before they occur.
11. Establishing a number of measuring stations in the powerful movements of population and industrial areas adjacent to the Red Sea and Gulf of Aqaba.
12. Symposia and scientific seminars at the local and regional levels.
13. Coordination and active cooperation with the relevant authorities to achieve the objectives of the Center in particular and the objectives of the university in general.
14. To support scientific cooperation and exchange of information with institutions and scientific institutes similar abroad.
15. This is in addition to the Center's plans to carry out the development of its stations to digital video and intensified in seismically active areas and to provide government agencies and scientific centers of similar seismic information and preparing daily renewed and sustained large seismic data base provided by the Center for the preparation of research and scientific studies.

Tasks

1. Managing the administrative and financial affairs of the center;
2. Consent to grant the ordinary and emergency leaves for the dean-ship's members, provided that the leave procedures be completed by the general administration for teaching and personnel staff affairs before the employee takes it.
3. Notifying the initiating and leaving of work by the members of the center;
4. Informing the general administration for teaching and personnel staff affairs about the accredited functions that are required to be filled so as the necessary action with regard to the announcement of these functions in the newspapers be taken by this administration.

5. Completing the primary procedures for contracting, in case you have a desire to conclude a contract, the completed papers should be sent to the general administration for teaching and personnel staff affairs;
6. Allowing to market or to sell (out) of the center's warehouse.

Organizational Structure - Earthquake Studies



Scientific units of the Center for Seismic Studies

The Center is formed from the four scientific and applied units relevant to other academic affairs and community service studies

- 1- Earth's Crust Composition Studies Unit.
- 2- Seismic Expectation Studies unit.
- 3- Industrial Seismic Studies Unit.
- 4- Analysis Studies and Risk Reduction of Earthquakes Unit



King Abdullah Institute for nano –Technology

Mission:

Leadership of King Saud University in nanotechnology research and its applications

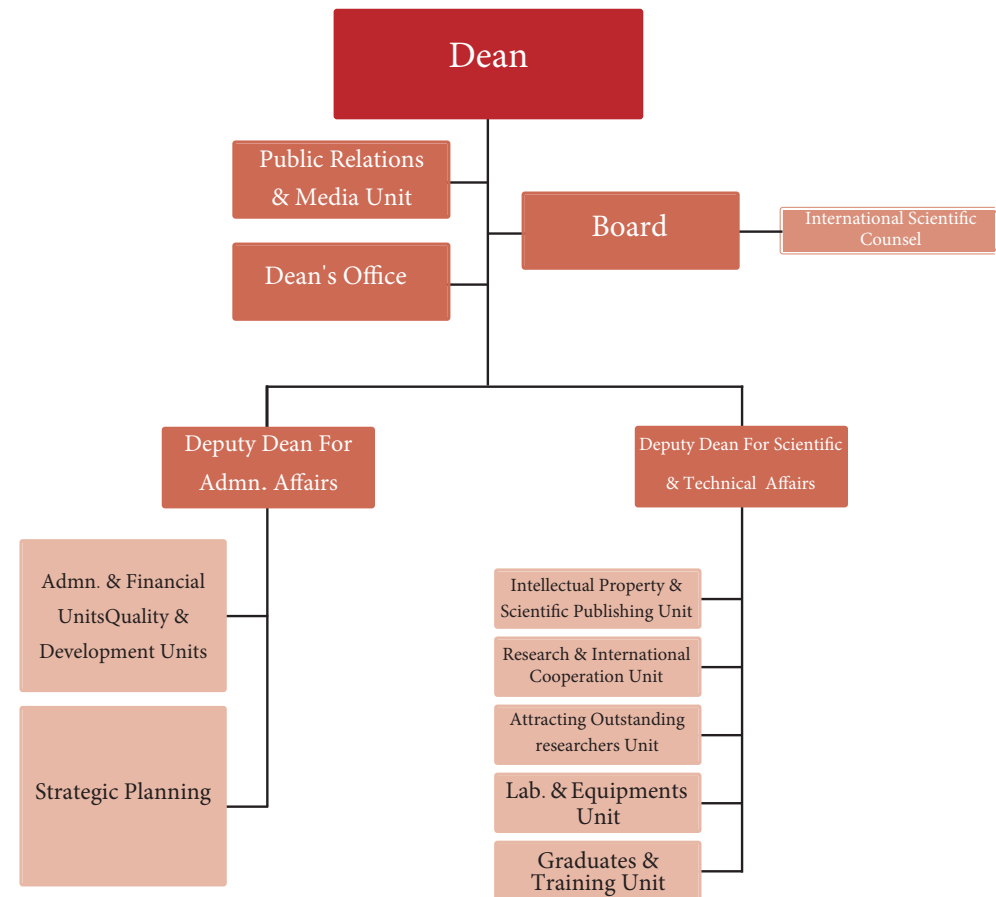
Vision:

Developing nano research and technology and nano-based industries, and strengthening partnership between the University and the sectors concerned in order to help build a knowledge-based national economy.

Objectives:

- 1- preparing and habilitating local cadres in the field of nanotechnology.
2. Attracting distinguished scholars and researchers in the field of nanotechnology.
3. Developing academic programs related to nano science and technology at the University.
4. Building the infrastructure needed for research and development in the field of nano science and technology.
5. Supporting nano research and projects in the various University colleges.
6. Working out a strategy to collaborate and coordinate with research universities and institutions at home and abroad in the fields of nanotechnology and sciences.
7. Disseminating scientific awareness and encouraging investment in nanotechnology and science.

Organizational Structure King Abdullah Institute for nano –Technology



Riyadh Technology Valley

Vision

To be a leading university's Technology Park that promotes the culture of innovation and competences for its associated knowledge-based institutions and business partners.

Mission

We aim to create the environment for fostering technology and innovation, and satisfying the industries demands by commercializing the university's research outcomes in order to create the arena for collaboration between knowledge-based institutions and industrial partners.

Objectives

- 1 - Increase the level of interaction between KSU and Saudi knowledge-based industry, business and commerce.
- 2 - Diversify the employment opportunities for graduates and post graduates.
- 3 - Create a site that can be groomed to encourage foreign direct investment in the form of technology-based companies.
- 4 - Raise the profile of KSU as modern industry and business facing centre of learning.
- 5 - Create a source of independent income from KSU from its estate and from investments in technology-based companies.
- 6 - Create an appropriate environment for establishing and developing a school of entrepreneurship.



Scientific Research Chairs Program

The research chairs at universities are considered an important means of updating research systems in the areas of important scientific and upgrade and improve their ability to innovate and develop output in the service of society to increase its pace for national development and upgrade capabilities through national and community standing.

Vision:

Complete the system of scientific research in the areas of scientific and technical task and raising them to the ranks of global standards and the establishment of a knowledge society

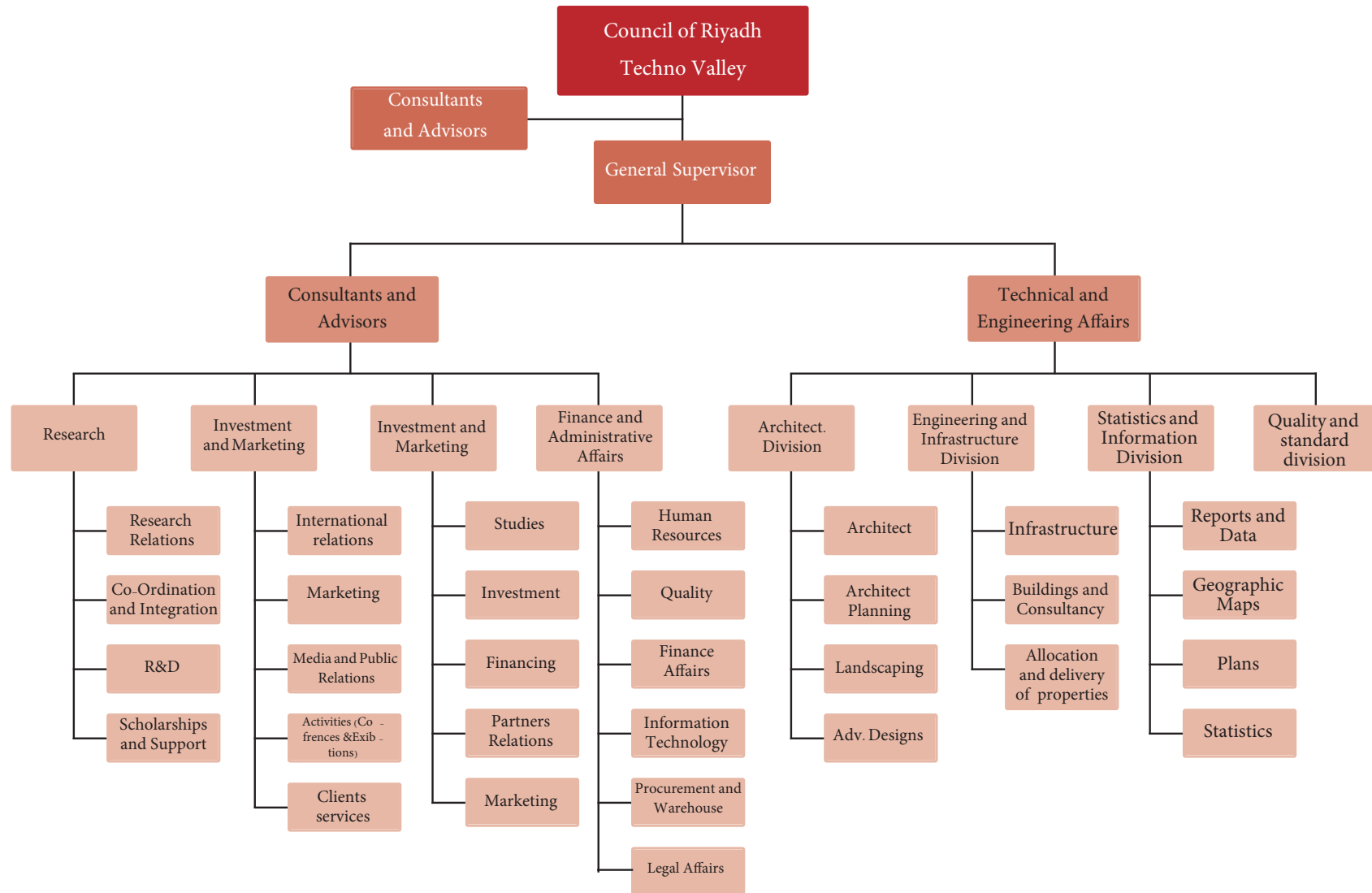
Mission

The mission of the research chairs in general is identified as an important tool to develop scientific research and to generate the knowledge and to adapt it to contribute in the national development and the creation of a distinguished generation of researchers and graduate students. A specific chair may however have its own vision and mission that could be reached through the research chair objectives in a way that is compatible with KSU vision and mission and satisfying the donor's needs.

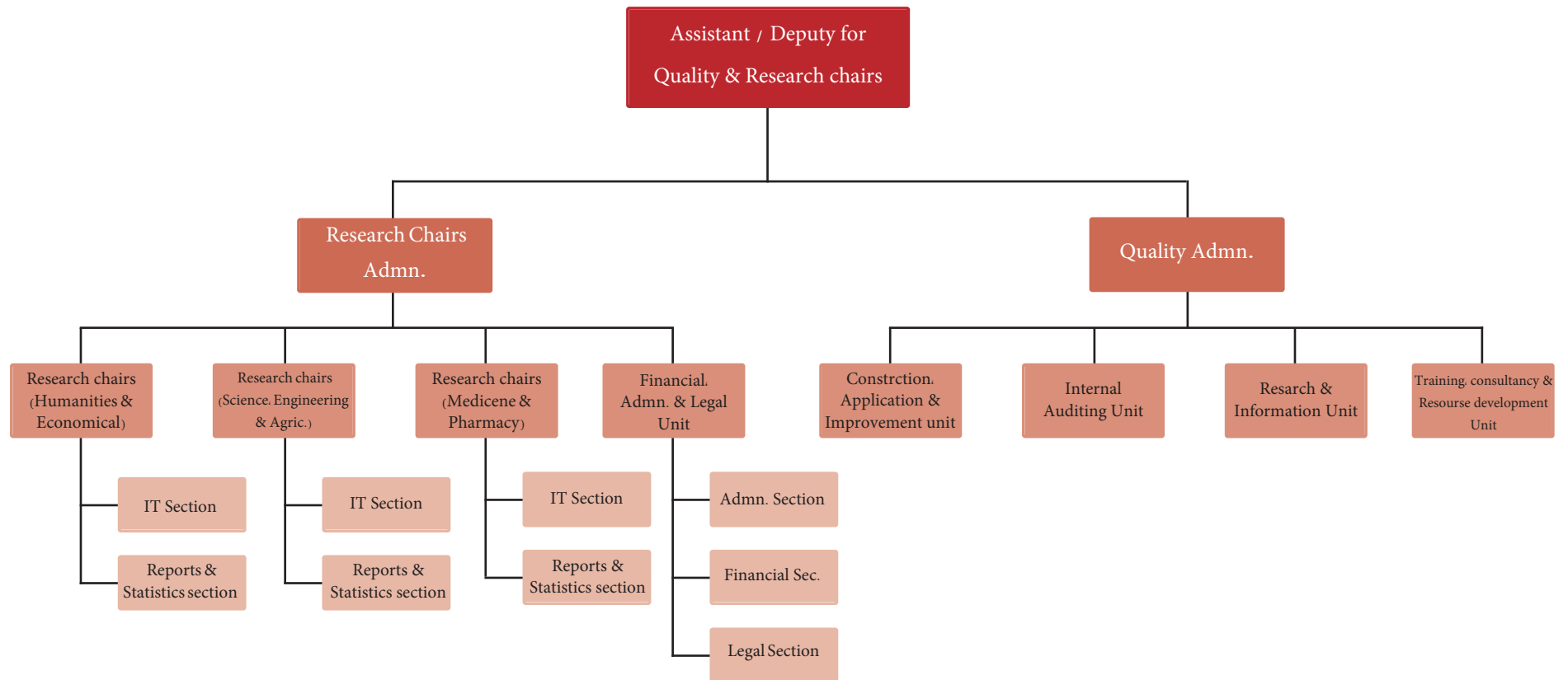
The research chair program attempts to reach the following objectives:

- 1 - Strengthening and diffusing the culture of innovation, excellence in creativity and development in the different areas of human sciences and knowledge.
- 2 - Contributing in leading the Kingdom and KSU in reaching a status of excellence in R&D.
- 3 - Supporting the durable development and the national knowledge-based economy.
- 4 - Supporting the national industry to become internationally competitive through the use of scientific methodologies, research results, and transfer and generation of technology
- 5 - Strengthening the partnership between the university and the society and supporting the mutual help between the university skills and the different society organizations and spreading the concept of organizational research, as practiced by prominent universities.
- 6 - Contributing in the national and international production of scientific research, mastering the new technologies, and supporting the dynamics of scientific publication, particularly in leading international journals, as a support to the national development programs.
- 7 - Making optimal use of the university capabilities that consist of the distinguished skills and the sophisticated support resources, attracting outstanding scholars, and reaching the best benefits out of their experiences and know-how in the different fields of knowledge.
- 8 - Contributing in the development of all aspects of knowledge
- 9 - Training a generation of researchers and graduate students in the different fields of knowledge.

Organizational Structure Riyadh Techno valley



Organizational Structure- Research chairs



International Twinning Program

Vision

Scientific cooperation with outstanding universities, institutes, and research centers.

Mission:

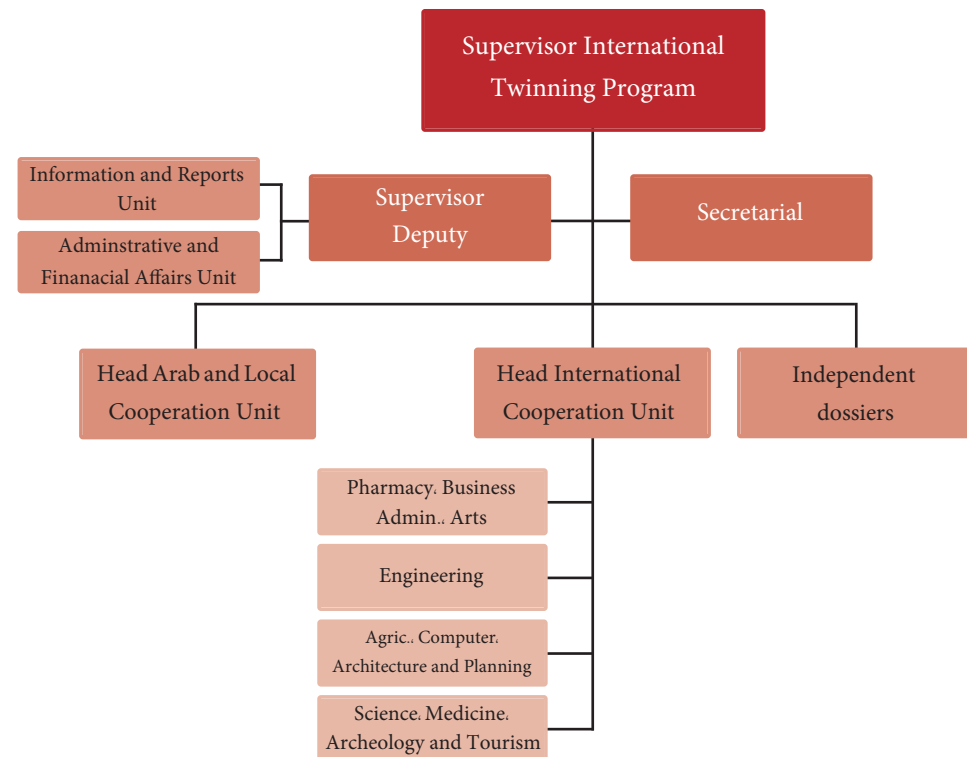
Achieving International excellence by seeking twinning with internationally advanced universities, institutes, and research centers by closely cooperating with them scientifically. For that, King Saud University launched this program to realize leadership in the scientific and research equation in the Kingdom.

Objective

Realizing scientific leadership by promoting the educational operation so that graduates are enabled to keep up with international standards of science and knowledge.

- Promoting the research operation so that the Kingdom can compete with other nations in scientific development.
- Promoting directors and decision-makers in scientific and research matters in order for their knowledge to be upgraded and to enable them to keep abreast with new ideas at the international level.

Organizational Structure International Twinning Program



Intellectual Property Right Program

Vision;

Helps King Saud University's affiliates to register patents, and endeavors to find out about opportunities to license developing technologies at the University, which would yield extra income to the University to fund scientific research.

Mission:

The program will be responsible for everything that has to do with intellectual property rights of King Saud University's affiliates, ranging from patents and technology licenses to copyrights and commercial labels. IPP will manage all issues related to the intellectual property of KSU personnel, from patents and technology licensing to copyrights and trademarks. IPP will assist KSU personnel in filing and registering their patents and will vigorously pursue licensing of technologies developed in the university such that additional income can be earned and used to fund scientific research. IPP operations will be funded by two sources:

Goals

Licensing technology to protect intellectual rights of King Saud employees through designing a strategy to licensing and marketing high value innovations

Allocation of an annual budget by KSU, the amount of which will be determined based on the volume of work.

Royalties earned from technology licensing.

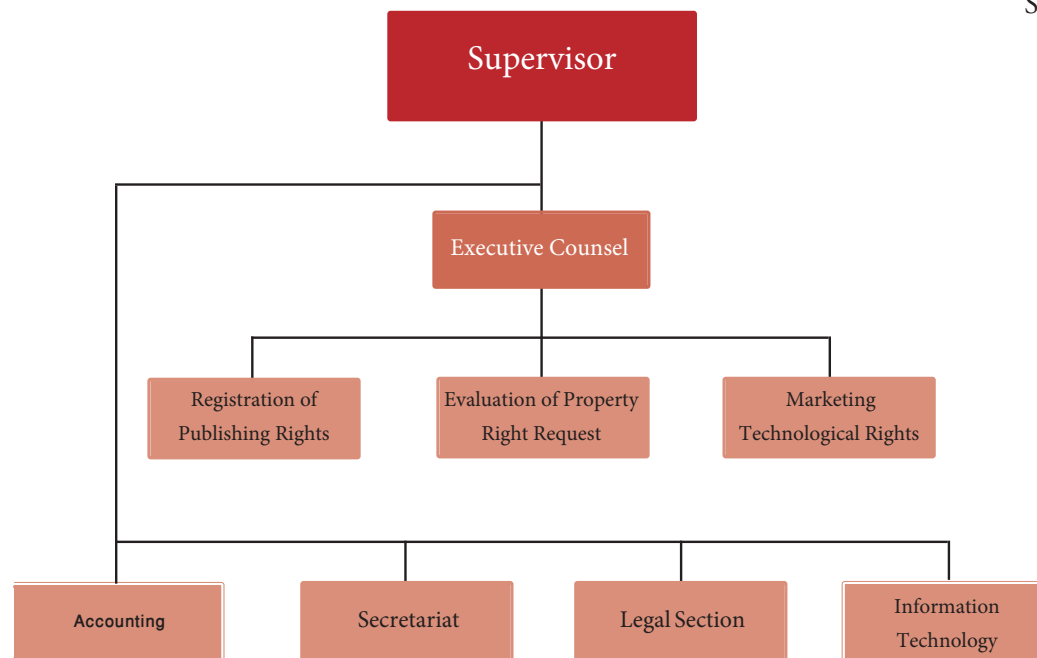
IPP will give special attention to the development of a culture of innovation among KSU personnel such that the university would play an active role in the creation of a knowledge society in the Kingdom and the region. IPP will also work to increase public awareness of the importance of innovation hoping to help in building a generation that cares about science, innovation, and creativity

Programs associated with the National Plan for Science and Technology

Vision:

Distinct global leadership in achieving the objectives of the National Plan for Science and Technology

Organizational Structure- Intellectual Property Right Program



Mission:

Activating the role of researchers in achieving the objectives of the plan by urging them to contribute a distinct research projects and help them to scientifically evaluate and follow up the progress achieved

Goals

- 1 – Define and publicity of the National Plan for Science and Technology
- 2 – Management of research within National Plan for Science and Technology
- 3- Ensure coordination of research projects following priorities of the National Plan for Science and Technology
- 4- Work to raise contribution of the university in the National Plan for Science and Technology

Attracting Outstanding Faculty and Researchers Program

Vision:

Strengthening of human resources at the university , enriching and diversifying it to serve the objectives of the university to achieve their noble purpose

Mission;

Inventory of the needs of the various university programs currently and in the future of human resources and to identify targets and their countries , and attract them

objectives

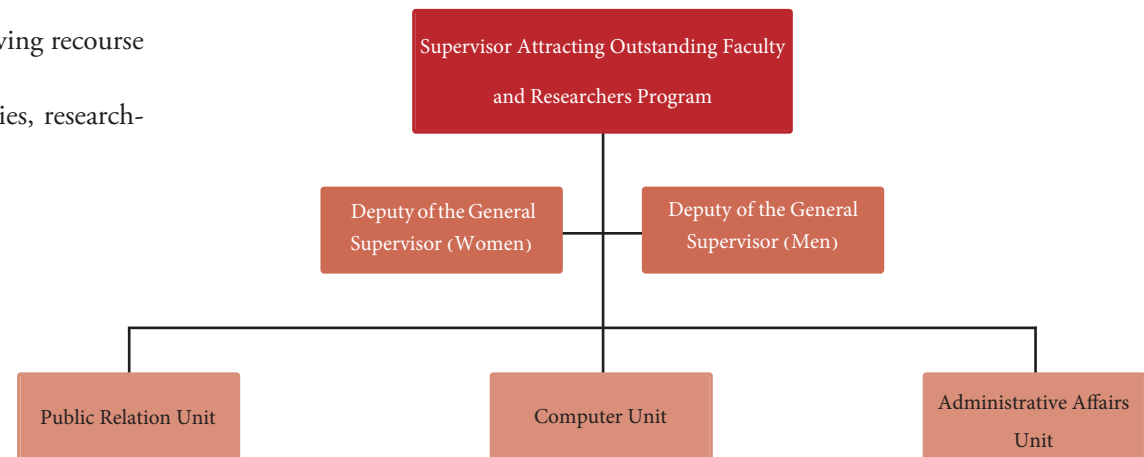
- 1- Supporting faculties at the University and outstanding faculties and researchers in all specialties.
- 2- Promoting the educational equation by benefiting from the expertise of distinguished faculties.
- 3- Consolidating the University's research potential by having recourse to distinguished researchers.
- 4- Encouraging the University's affiliates, including faculties, research-

ers, and students, to create excellence by introducing them to exemplary scientific excellence.

5- Fulfilling international leadership by relying on top quality researchers to serve the scientific operation.

6- Helping the growth of a distinguished generation of researchers and postgraduate students in various disciplines to serve the nation.

Organizational Structure- Attracting Outstanding Faculty and Researchers Program



The fellowship programme

Vision:

The development of King Saud University, in a academics and research fields and put the university in the place it deserve in the scientific community

Mission:

Meet the requirements of global leadership by international standards , to put the university in place with prestigious universities.

Goal:

This project aims to build scientific relationships between faculty members who recently graduated according and the distinguished scholars in the world

Students Partnership Program

Vision

University student qualified and committed to issues of university and country

Mission:

Prepare a committed and aware students of issues related to the community and university through active participation in development programs of the University

Goals

- 1- Initiation of incubators for skill training and participation of students in the various activities in the university
- 2-Preparing competent students who can contribute in the scientific, technological and social live in the kingdom
- 3-Encourage students to take initiatives
- 4-Transforming ideas and initiatives of students into real projects
- 5-Offer loans to students to start business projects
- 6-Encourage students for voluntary work
- 7-Encourage students to commit to issues of the country and university
- 8- Enhance contribution of students in raising awareness of the people in their communities
- 9-Follow up news of students and highlight their roles in developmental activities in the university



Prince Sultan Bin Abdulaziz International Program for Distinguished Research Scholarships

Prince Sultan Bin Abdulaziz International Program for Distinguished Research Scholarships aims to attract the best graduates from within the Kingdom of Saudi Arabia and from abroad to join postgraduate studies through benefiting from scholarships in research and development in the areas of engineering, computer science, health sciences, and food sciences and agriculture to activate applied research.

King Saud University's objectives for Prince Sultan International Program for Research Scholarships

- Supporting the pivotal role of KSA in serving humanity through offering academic scholarships to distinguished students worldwide.
- Enhancing the international position of the KSU through the best investment of its potentials in supporting and developing higher studies programs.
- Creating suitable work environment to postgraduate students in order to support and encourage research.

Vision

Achieve global leadership to attract the best graduates from within Saudi Arabia and abroad

Mission

Achieve global leadership to attract the best graduates from within Saudi Arabia and abroad

Independent Research Programs

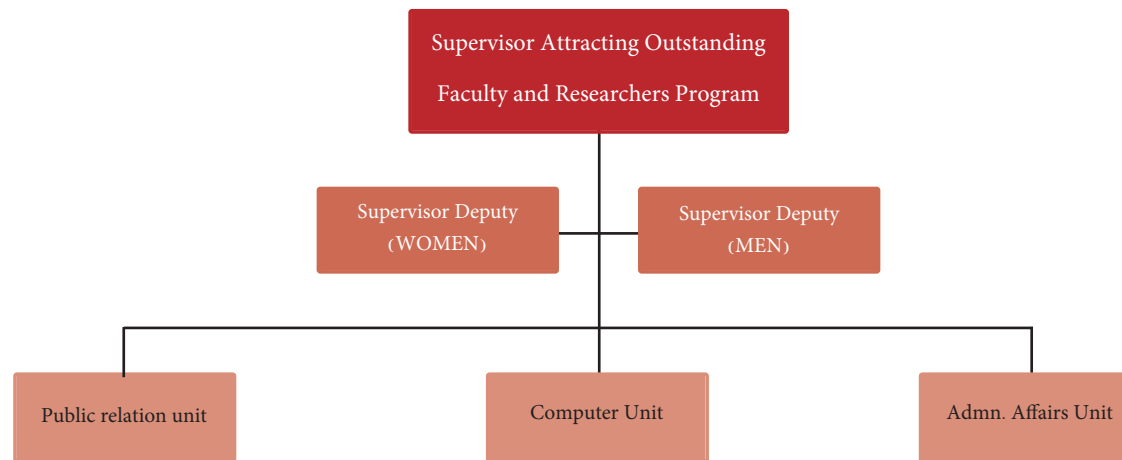
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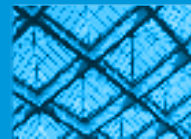
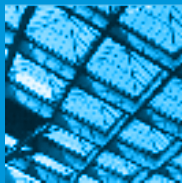
National Research Programs

SABIC Research Program

Research financed from donation and gifts

Organizational Structure-Prince Sultan Bin Abdulaziz
International Program for Distinguished Research Scholarships





The Vice Rector for Educational and Academic Affairs

The Vice Rector for Educational and Academic Affairs:

Vision:

Developing and improving the input and productivity of the educational process in academic programs to reach international leadership.

Mission:

To build the knowledge and skills of the student by improving the current academic programs and presenting new high academic programs that serve the community and adheres to the national development plans and the demands of the labor market needs

Tasks:

The vice Rector assists H. E. the Rector of the University in all issues that can help the university to achieve its academic objectives, therefore he is assigned the following responsibilities:

- 1-Overall supervision of the activities of the departments associated with him, and proposing anything that will ensure the advancement of its work. Also working to meet their needs to achieve the best performance.
- 2- Coordination between colleges with regard to the proposed curriculum, textbooks and references at the level of Undergraduate
- 3 - Coordination between colleges to update the plans and programs of study and proposal of scientific disciplines at the level of Undergraduate
- 4 - Establish a suitable environment for the development of university curricula in line with the needs of the knowledge economy
- 5-Supervising all scientific programs in all colleges and institutes .
- 6- Approval of the requests submitted by the public entities to receive help from staff to deliver non-curricular activities or participate in scientific research for a limited period without wage, provided that it will not affect the performance of the staff in their faculties, nor shall the

university bear any financial costs.

7- Approve the participation in the exams, discussion of the M.A and PhD dissertations in various universities and colleges inside the Kingdom provided it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.

8- Approve postponement of staff and lecturers for the regular vacation in accordance with the policy.

9- Approval to pay the rewards of the staff who are assigned from outside the university to participate in evaluating the study plans or reviewing the M.A and PhD dissertations.

10- Approve getting the assistance of those which the university may need, who are not qualified as teaching staff, to deliver lectures or help in teaching.

11- Contract termination and making decision(s) for the non-renewal of employment contracts for Non- Saudi teaching staff or those who fall under the same category.

12- Give warning to staff members if needed, following the rules

13- Supervise the administration of the deanship affairs affiliated to him, within the limits of the university's policy and rules. As he shall provide the president at the end of each academic year with a comprehensive report describing their activities and needs as well as preparing their budgets.

14- Supervise all issues related to the student affairs, including the supervision of preparing the cultural, social and recreational activities, follow up their implementation, and supervise the activities of the committees and student services to raise the level of the services provided to the students.

15- Approval of student trips, if scheduled in the activity plan and delegate participants, provided the trip does not exceed five days.

16- Approving the educational trips and delegate participants, provided the trip does not exceed five days.

17- Supervise the implementation of the admission policies, follow up all procedures of admission for the new or referred students from inside or outside the university. Follow up the registration in all departments and implement them on the specified dates, based upon the university calendar that is decided by the university's council and the admission and registration regulations.

18- Apply for the issuance of entry visas for students and their families who were given scholarships in accordance with the rules and regulations issued by the concerned bodies.

19- Sign the transportation orders for students.

20- Issue the decision for study scholarships after the approval of the concerned entity and providing a notice to the Deanship of Admission and Registration thereof. As well as issuing the decision to terminate the scholarship after drop out based on the decisions which the Deanship of Admission and Registration might issue.

21- Promoting the courses and training programs that serve the community.

22- Signing the documents of courses organized by the College of Applied Studies and Community Service after approval from the Council of the College.

23- Authorize disbursement of the advance payments for units associated with him according to the policies thereof with the exception of furniture or cars

24- Delegating the Department of Procurement and Warehouses to perform direct purchases for an amount that does not exceed S.R. 5000 per purchase request, except furniture and vehicles.

25- Approve spending from the warehouses of the departments affiliated with him.

26- Sign the testing and receiving memos and the installation minutes and delivery of custody.

26 - recommending the adoption of discount items lost or damaged, of the Covenant at the expense of the university if damaged or lost as a result of storage or if there is shortfall in custody for reasons beyond the control

27 - The signing of memoranda of receipt and inspection and records of installation and the transfer of the Covenant

28 - Approval to work outside official working hours to no more than thirty days

29 - Approval of the assignment in the Kingdom for not more than ten days except for study trips and to provide the director of the university a copy of the decision

30- Approve giving the ordinary, forcible and emergency vacations for the staff of the units affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.

31- Signature of certificates, provided they are not experience or appreciation certificates

32- Direct communication with the ministries, public entities and other organizations according to their profession

The following units are under the supervision of the Deputy for Educational and Academic Affairs:

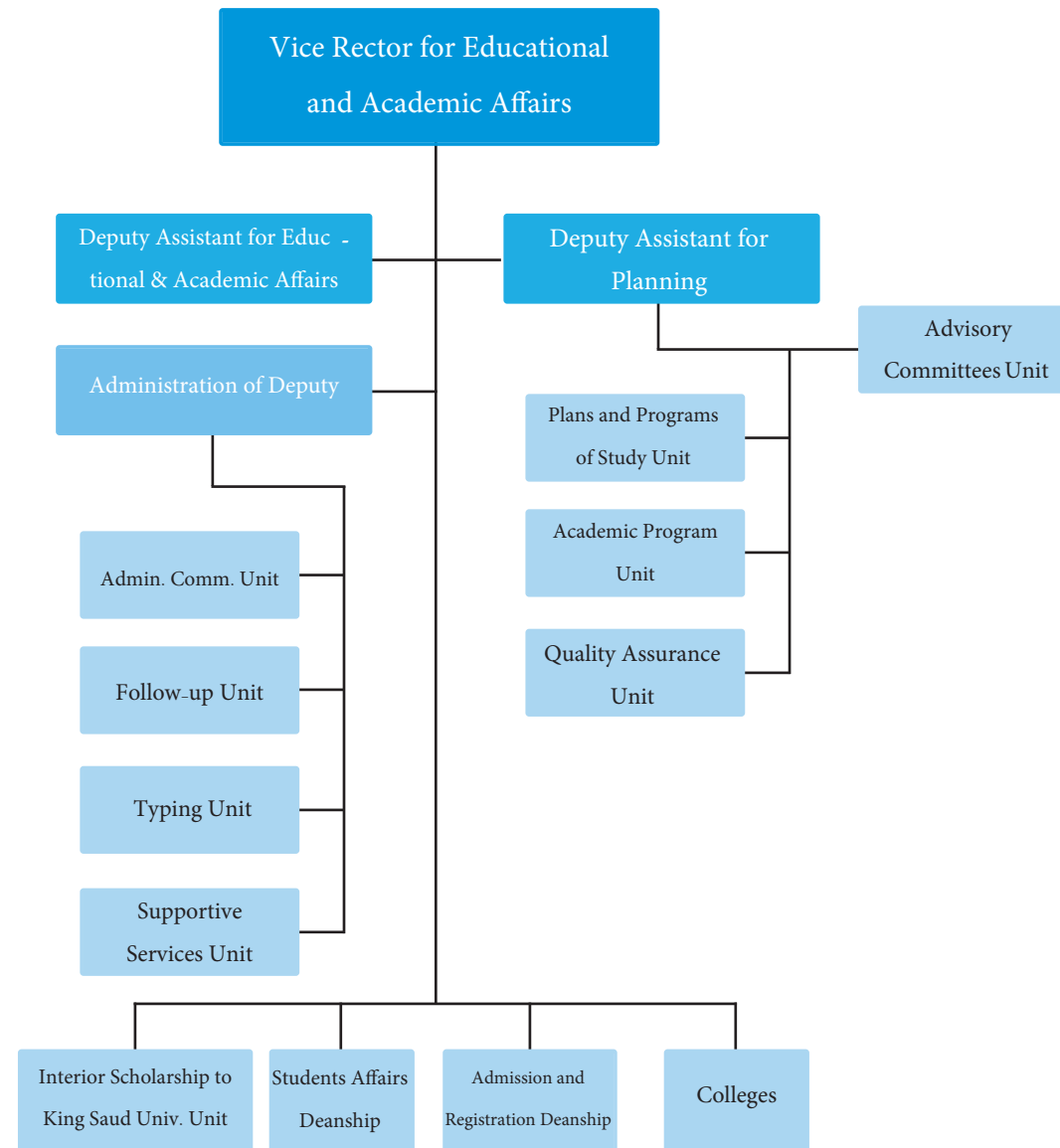
1- Deans of the Faculties, Arab Language Institute and the Centers for University Studies for Females. College of Applied Studies & Community Service.

2- Deanship of Admission and Registration.

3- Deanship of Student Affairs.



Org. structural of the Vice Rector for Edu. & Academic Affairs



Assistant / Vice Rector for Educational and Academic Affairs:

Tasks:

- 1- supervision of the activities of the departments associated with him, and proposing anything that will ensure the advancement of its work. Also working to meet their needs to achieve the best performance.
- 2- Approval of the requests submitted by the public entities to receive help from staff to deliver non-curricular activities or participate in scientific research for a limited period without wage, provided that it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
- 3- Approve the participation in the exams, discussion of the M.A and PhD dissertations in various universities and colleges inside the Kingdom provided it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
- 4- Supervising management of deanships associated with him in accordance of the university rules and regulations and provide to the vice rector for Educational and Academic Affairs a comprehensive report at the end of the year
- 5- Approval of students trips if it is listed in the activities plan and secondment not more than five days for staff and employees
- 6- Approval of students scientific trips and secondment to those involved not more than five days for staff and employees
- 7- To permit disbursement of delegation allowance except for cars and furniture
- 8- Approval of procurement of not more than two hundred thousand SR per purchase order, except for cars and furniture
- 9- Approve spending from the warehouses of the departments affiliated with him.

10- To accept entrustment to work beyond official working hours in not more than ten days .

11- Approval of the assignment in the Kingdom for not more than ten days except for study trips and to provide the l director of the university a copy of the decision

12 Approve giving the ordinary, forcible and emergency vacations for the staff of the units affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.

13- Signature of certificates, provided they are not experience or appreciation certificates

14- Comment on all transaction to the Vice rector for Educational and Academic Affairs and signings on his behalf taking into consideration article number 11 (1/20/2 on 2/1/1431), according to the regulations.

15- Direct communication with the ministries, public entities and other organizations according to their profession

The following units are under the supervision of the Deputy for Educational and Academic Affairs:

- 1- Teachers College
- 2- College of Physical and Sports
- 3- College of applied studies and Community Service
- 4- Academic departments development Program
- 5- Office of Vice-Rector for Educational and Academic Affairs



Planning Assistant / Vice Rector for Educational and Academic Affairs:

Tasks:

- 1- Overall supervision of the activities of the departments associated with him, and proposing anything that will ensure the advancement of its work. Also working to meet their needs to achieve the best performance.
- 2- Coordination between colleges with regard to the proposed curriculum, textbooks and references at the level of Undergraduate
- 3 - Coordination between colleges to update the plans and programs of study and proposal of scientific disciplines at the level of Undergraduate
- 4 - Establish a suitable environment for the development of university curricula in line with the needs of the knowledge economy
- 5- Supervising all scientific programs in all colleges and institutes.
- 6- Supervising the work of planning committee and proposing anything that will ensure the advancement of its work
- 7- Supervising site of the rectroate of educational and academic affairs and proposing anything that will develop the site
- 8- Approval of the requests submitted by the public entities to receive help from staff to deliver non-curricular activities or participate in scientific research for a limited period without wage, provided that it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
- 9- Approve the participation in the exams, discussion of the M.A and PhD dissertations in various universities and colleges inside the Kingdom provided it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
- 10- Supervising management of deanships associated with him in accordance of the university rules and regulations and provide to the vice rector for Educational and Academic Affairs a comprehensive report at the end of the year

- 11- Approval of students trips if it is listed in the activities plan and secondment not more than five days for staff and employees
- 12- Approval of students scientific trips and secondment to those involved not more than five days for staff and employees
- 13- To permit disbursement of delegation allowance except for cars and furniture
- 14- Approval of procurement of not more than two hundred thousand SR per purchase order, except for cars and furniture
- 15- Approve spending from the warehouses of the departments affiliated with him.
- 10- To accept entrustment to work beyond official working hours in not more than ten days .
- 16- Approval of the assignment in the Kingdom for not more than ten days except for study trips and to provide the l director of the university a copy of the decision
- 17- Approve giving the ordinary, forcible and emergency vacations for the staff of the units affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.
- 18- Signature of introduction certificates, provided they are not experience or appreciation certificates
- 19- Comment on all transaction to the Vice rector for Educational and Academic Affairs and signings on his behalf taking into consideration article number 11 (1/20/2 on 2/1/1431), according to the regulations.
- 20- Direct communication with the ministries, public entities and other organizations according to their profession

Deanship of Student Affairs

The Deanship of Student Affairs is one of the university deanships affiliated with the Deputy for Educational and Academic Affairs. It was established in 1394H.

Vision:

To produce a competitive generation of outstanding graduates in academic intellectual and professional fields.

Mission:

To provide distinguishing services to university students

Objectives of the Deanship:

- 1- Contribute in preparing university graduates to achieve a complete and balanced personality.
- 2- Youth awareness and strengthening their sense of belonging to the Islamic community.
- 3- Provide students with cultural, academic, social and recreational welfare.
- 4- Develop and strengthen the students' powers and talents, and employ them in fruitful work, while making use of the free times and guide them appropriately.
- 5- Provision of the health and psychological welfare.
- 6- Creation of suitable conditions for the students to have suitable and appropriate housing and nutritious food.
- 7- Provide care for special need students

Tasks:

- 1 - Managing The deanship affairs within the rules , regulations, decisions and directives
- 2 - Propose extracurricular activity plans for approval in accordance with the rules and regulations
- 3 - Supervision of students activities and services

4 - Continuing the work of the student activity committees and everything related to students affairs

5 - Proposing the rules governing the activities of the student and determine the procedures

6 - Supervision of students on the facilities and create the best ways to take advantage of it

7- Apply for the issuance of entry visas for the Kingdom for the students (and their families) who were given scholarship in accordance with the rules and regulations issued by the concerned bodies.

8- Sign the transportation orders for the students.

9- Issue the decision for the study scholarships after the approval of the concerned entity and providing a notice to the Deanship of Admission and Registration thereof, as well as issuing the decisions to terminate the scholarship after drop out based on the decisions which the Deanship of Admission and Registration might issue.

10- Issue a permission to spend from the advance payment assigned to the Deanship of Student Affairs in accordance with the specified purposes, rules of spending from the permanent advance, but spending for office or house furniture or vehicles is included within this power.

11- Approve spending from the warehouses of the departments affiliated to him.

12- Delegating the Department of Procurement and Warehouses to perform direct purchase for an amount that does not exceed S.R. 5000 per purchase request except furniture and vehicles.

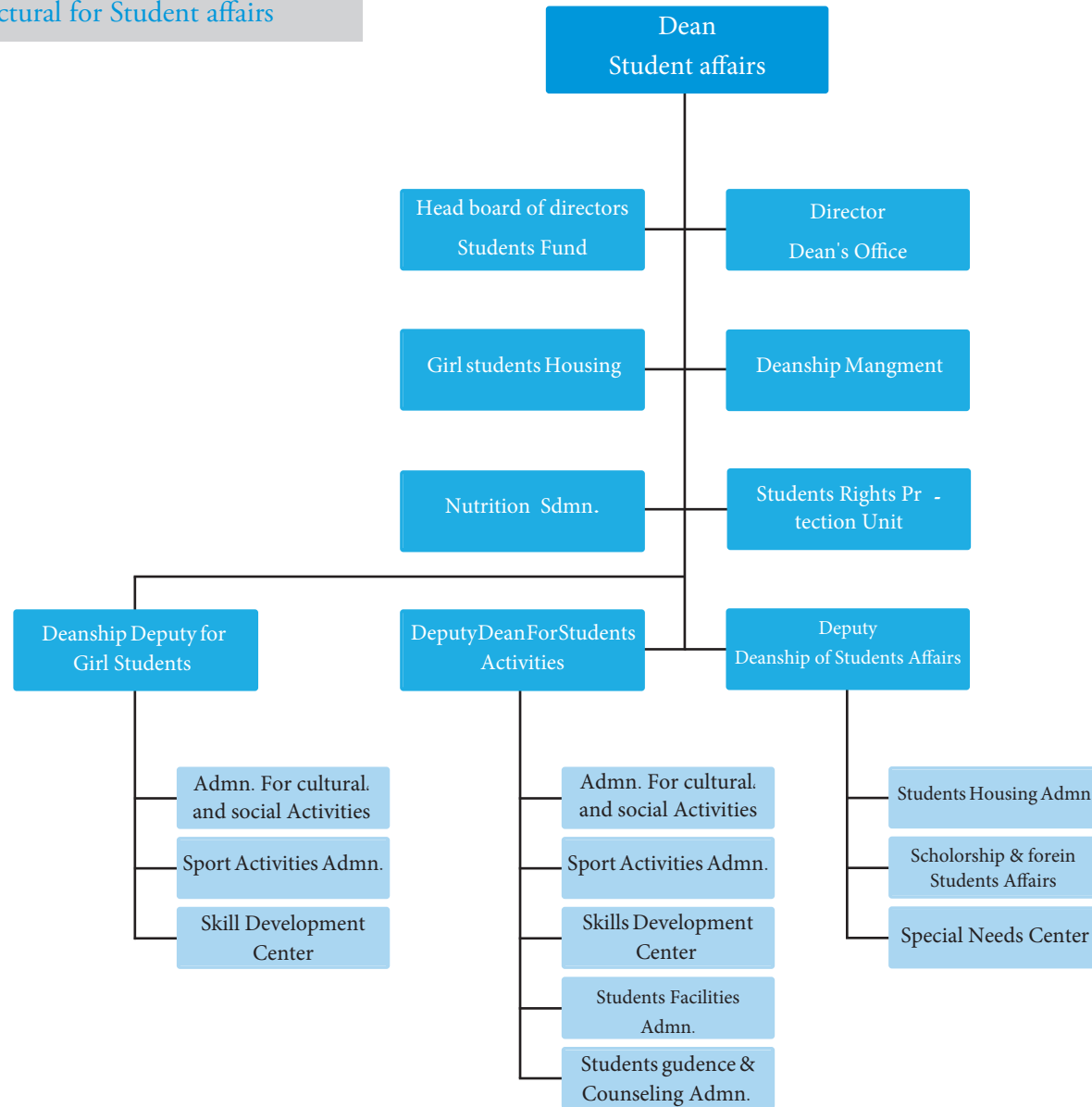
13- Signature of the Introduction certificates provided not to be experience or appreciation certificates.

14- Approve giving the ordinary, forcible and exceptional vacations for the staff of the units affiliated to him, and to notify the General Administration for the Teaching Staff and Employees' Affairs to complete the procedures according to the law.

15- Direct communication with the ministries, public entities and other organizations according to their profession



Org. structural for Student affairs



Deanship of Admission and Registration Affairs

Established in 1394H, with an aim to take necessary actions to accept new students, transfer the students within the university from one college to another or from one specialization to another, or from outside the university. In addition, it handles the procedures to register students, propose the university calendar and propose deciding the beginning and ending of the admission and registration, deletion and addition as well as other related issues based on the university calendar, decided by the Council of the University and the related regulations.

Vision:

To be distinguished by the application of the electronic transactions of admission and registration.

Mission:

Managing the admission and registration processes by optimizing the admission capacity of the university with the best applicants and providing the best services for students, staff and the community with minimum effort and time and registration by utilizing suitable electronic means.

Tasks and Duties of the Deanship:

The deanship is currently shouldering important responsibilities, in addition to following up the academic affairs of students until graduation from the university. It receives the enrollment applications at the beginning of each semester regarding new students and those referred by other universities or institutes. As well as categorizing the applications in accordance with the term of admission for each college.

Taking the necessary decisions for admission and preparing admission and

transfer requirements and preparing the cards that permit registration of new students as well as students of external and internal scholarships. Prepare the necessary data regarding the students nominated for admission in the faculties to present them before the admission committee. Make a decision based on the stipulated numbers in cooperation with the faculties in making the admission test and interviews with the applicants.

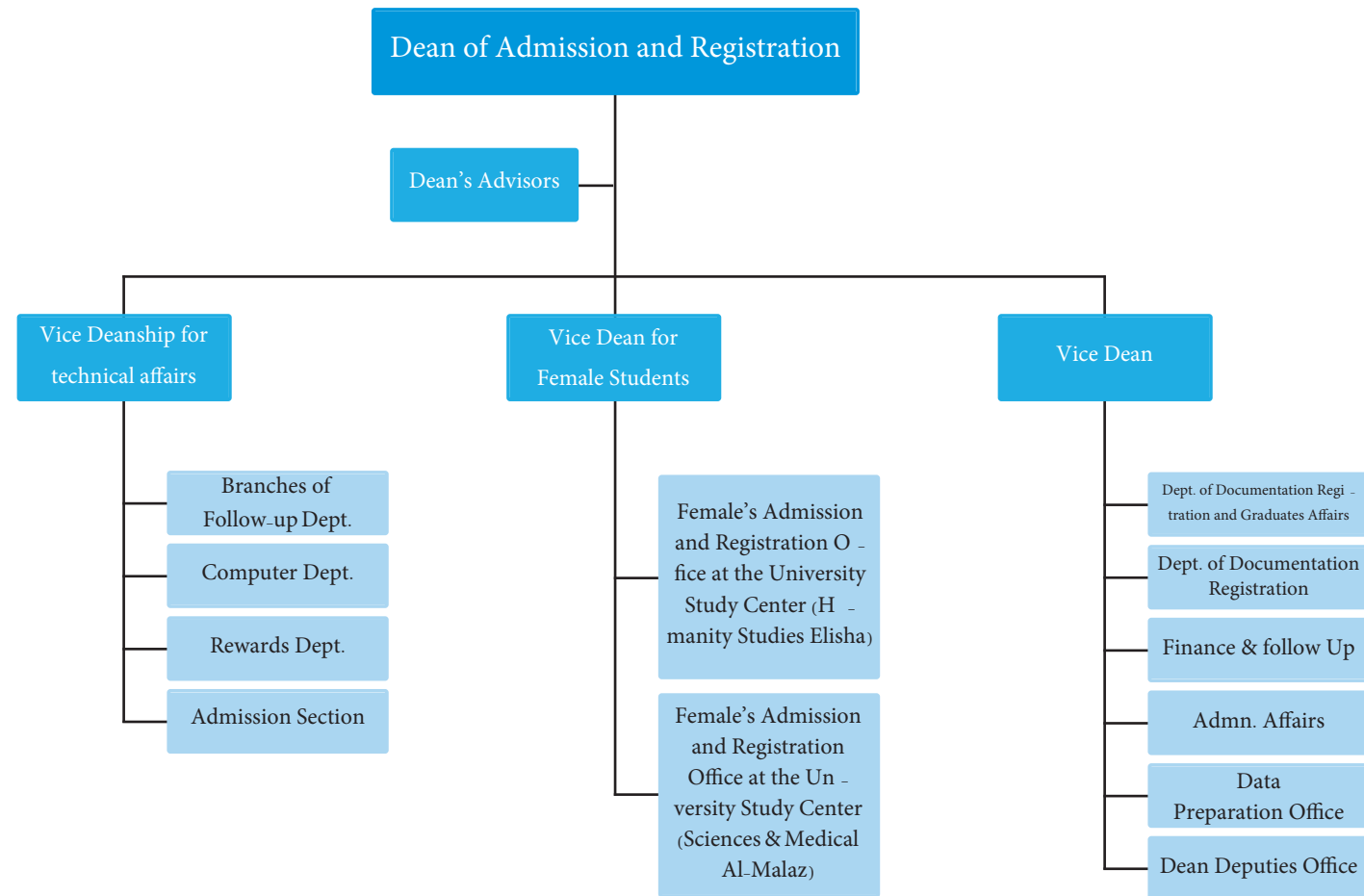
It also evaluates the terminated, withdrawn and deprived students, and prepares complete academic data about them and submits it to all concerned bodies to take appropriate actions against them. Take necessary actions to receive the applications, issue admission notices, contact female students outside Riyadh City who registered and provide them with the curriculum and materials, answer inquiries and handle the problems they may encounter and those connected with studying issues. The deanship witnessed continuous development in all administrative and technical duties and transferred procedures from the old classical paper work to electronic systems and developed the required programs and systems which facilitates its work.

Deanship Departments:

- * Admissions
- * Rewards
- * Computer
- * Data Preparation
- * Female Admission and Registration
- * Branches follow up
- * Alumni Affairs
- * Admin. Affairs



Org. structural of The Deanship of Admission and registration



College of Arts

The first college established at King Saud University in 1377/1378H.

Vision:

Achieve leadership locally, regionally and internationally in the teaching of humanities and social sciences. Conduct scientific researches and develop intellectual and behavioral skills as well as professional students.

Message:

Off message in the Faculty of Arts, King Saud University, its commitment to providing high quality educational experience for students in the areas of humanities and social sciences, by providing them with basic knowledge and skills, the development of Queen criticism and analysis, and their creativity to achieve scientific excellence and research. As well as its contribution to take care of the Arabic language and Arab and Islamic heritage and link it with contemporary issues, in addition to working on the progress of the humanities and social situation locally, regionally and internationally.

Objectives:

- 1-Revival of Islamic heritage by highlighting the Islamic personality linked to working life and science.
- 2-Posted language of the Qur'an and Sunnah in Islamic societies and others.
- 3-Study of Saudi society and the scientific study which provides solutions to their issues and problems within the framework of the Islamic faith.
- 4-Closer link connected to a community heritage and common good of the contemporary global cultures.

Tasks

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
- 2 - Approve the participation in the exams, discussion of the M.A and PhD thesis in various universities and colleges inside the Kingdom provided not to affect the performance of the staff of their faculties, nor shall the university bear any financial costs.
- 3 - Approval of the payment of bonus to professor who assigned from outside the university to participate in the evaluation study plans or checking master's or doctoral thesis
- 4 - Take the necessary measures towards attract faculty members to achieve the vision of the college and university's educational process and research and community service. And coordination within the college and university to overcome the obstacles that face the administrative coordination with the related authorities
- 5 - to negotiate with expatriates candidates for membership of the faculty and send them the initial offers conditional upon final approval from the university
- 6 - Give approval to the management of procurement and stores to buy direct from the college or institute funds with no more than two hundred thousand riyals for each purchase order for equipment and scientific instruments, and within the limits of one hundred thousand riyals for each purchase order, other than that , with the exception of office furniture that does not come within this power
- 7 - To attract students, researchers and graduate students who have distinct qualities to support the educational process and research in the Colleges.



8 - Follow-up performance of graduate students and who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor degree.

9 - Authorize the disbursement of the advance payment for College - according to the rules of exchange of the advance payment with the exception of office furniture and cars.

10 - Authorize the disbursement from the warehouse

11 - Approval to grant regular and emergency leaves and to be completed by the Deanship of faculty and staff - in accordance with the university system

12 - The signing of certificates and IDs to all employees of the college or institute except certificate of expertise or letters of thanks

13 - Direct contact with ministries and government departments and others in all matters related to their duties

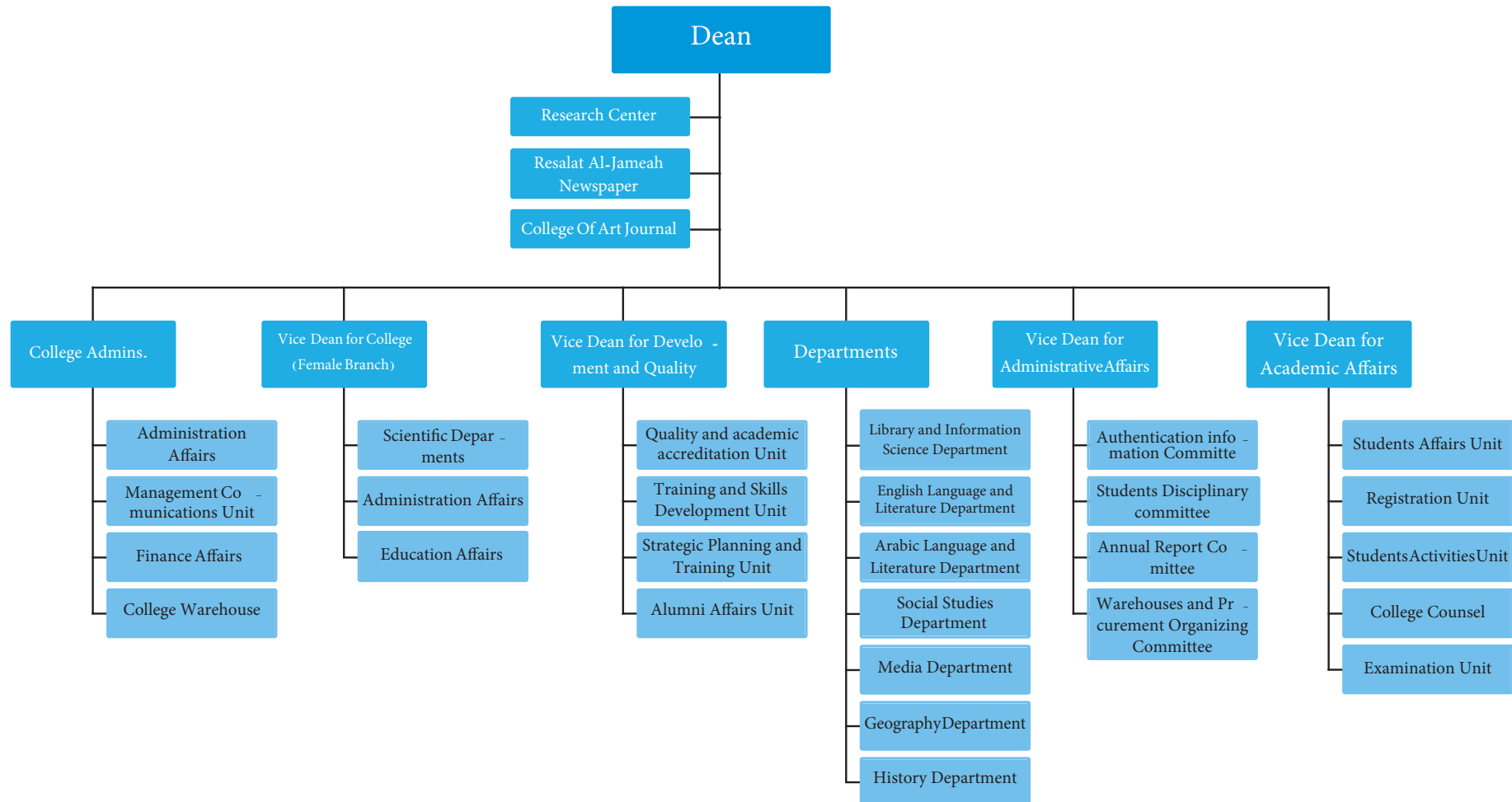
College Deputies

- 1- Deputy for Administrative Affairs
- 2- Deputy for Academic Affairs
- 3- Deputy for Development and Quality

Departments:

- Arabic Language Department: awards B.A, M.A and PhD degrees;
- English Language Department: awards B.A, M.A and PhD degrees;
- Department of History: awards B.A, M.A and PhD degrees;
- Department of Geography: awards B.A, M.A and PhD degrees;
- Department of Social Sciences: awards B.A, M.A and PhD degrees;
- Media Department: awards B.A and M.A degrees;
- Library and Information Sciences Department: awards B.A, degree;

Organizational Structure-College of Arts



College of Engineering

Vision

To improve the quality of life in society through pioneer application-oriented research; customer focused scientific discoveries; and the education of future leaders in the engineering fields.

Mission

To provide high quality educational programs that address the changing needs of future engineers. Serve the profession and contribute to the advancement and well-being of the society by creating and disseminating knowledge and technology to future generations through teaching, research and partnership with industry and government.

Goals

- 1 - Preparation of qualified engineers to shoulder the engineering tasks and to contribute to the aspirations of the Saudi society
- 2 - Preparation of specialized engineering leaders to open the way to get master's degrees and doctorates
- 3 - Carry out and disseminate basic and applied research to enrich the knowledge in engineering science
- 4 - Dissemination of the engineering culture in the public sphere and contribute to the provision of technical services in different engineering aspects
- 5 - Contribute to the Arabization of Engineering Science through translation and publishing .To achieve these goals there is a need for continuous interaction with the community
- 6 - community service in all areas of engineering

Tasks

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
- 2 - Approve the participation in the exams, discussion of the M.A and PhD thesis in various universities and colleges inside the Kingdom provided not to affect the performance of the staff of their faculties, nor shall the university bear any financial costs.
- 3 - Approval of the payment of bonus to professor who assigned from outside the university to participate in the evaluation study plans or checking master's or doctoral thesis
- 4 - Take the necessary measures towards attract faculty members to achieve the vision of the college and university's educational process and research and community service. And coordination within the college and university to overcome the obstacles that face the administrative coordination with the related authorities
- 5 - to negotiate with expatriates candidates for membership of the faculty and send them the initial offers conditional upon final approval from the university
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- 7 - To attract students, researchers and graduate students who have distinct qualities to support the educational process and research in the Colleges.

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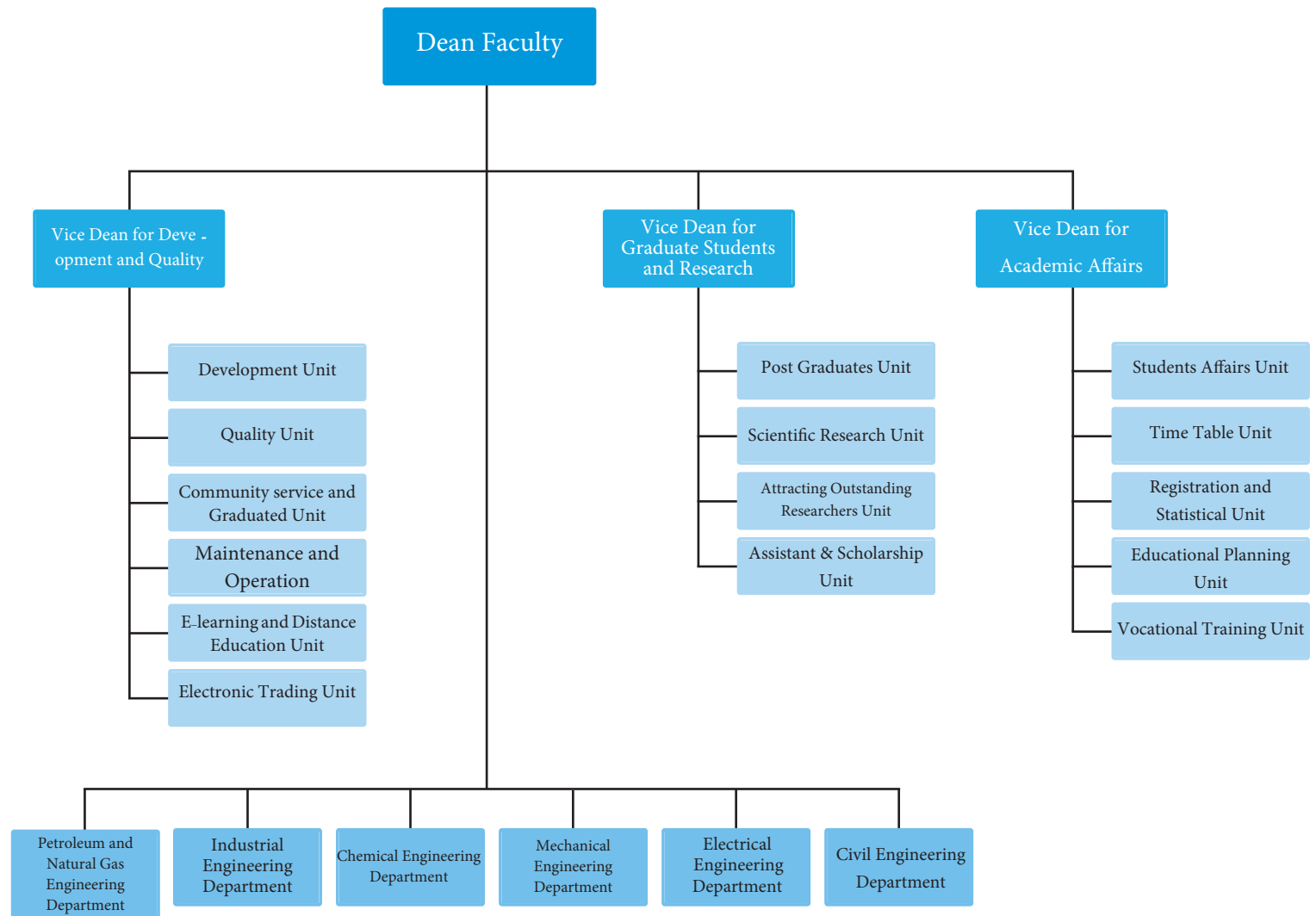
13 - Direct contact with ministries and government departments and others in all matters related to their duties

Departments:

1. Electrical Engineering
2. Civil Engineering
3. Mechanical Engineering
4. Industrial Engineering
5. Chemical Engineering
6. Petroleum and Natural Gas Engineering



Organizational Structure-College of Engineering



College of Education

Vision:

To achieve distinction and engage in educational pioneering so that the College will contribute to the establishment of a knowledge-based society and become the “Center of Expertise” on the regional and national levels while achieving a position among top international colleges of education.

Mission:

The mission of the College is to prepare professional educators who will contribute to building a knowledge-based society who are able to compete globally. This will be achieved through improving College programs and units by establishing a high-functioning and learning community. Moreover, the College will seek to respond to the diverse needs of society, the problems of the educational field, and the challenges of comprehensive development through presenting initiatives for educational reform, and employing knowledge, research, and development in the best way possible in light of the values and needs of the society and according to the academic accreditation criteria.

The College Objectives:

- 1- Producing well experienced teachers in line with modern educational trends to teach the preparatory and secondary stages.
- 2- Training psychological specialists to act in different applied fields like schools, universities, hospitals and educational, industrial and social institutions and many others.
- 3- Preparing specialists within the field of private education by ensuring they have the necessary skills to diagnose cases and provide adequate treatment.
- 4- Contributing by having adequate teachers within the ministry of education and educational institutions by conducting special training courses and programs.
- 5- Cooperating with the ministry of education in studying educational problems within schools and institutions by using methods of educational and scientific research and many other ways.
- 6- Preparing a generation of skilful educated researchers who will be granted high educational certificates.
- 7- Confronting the educational problems facing Saudi society generally and the vocational and educational institutions privately by fields study.
- 8- Enhancing educational cooperation between the kingdom and the educational institutions in other parts of the Arab and Islamic world, especially and other countries generally.
- 9- Conducting researches and preparing projects to develop and improve teaching methods for different curriculums within the levels of general education and private education schools.
- 10- Raising the level of educational awareness between the citizens by conducting symposiums and lecturing in the society service and continual education center as well as other fields.



Tasks

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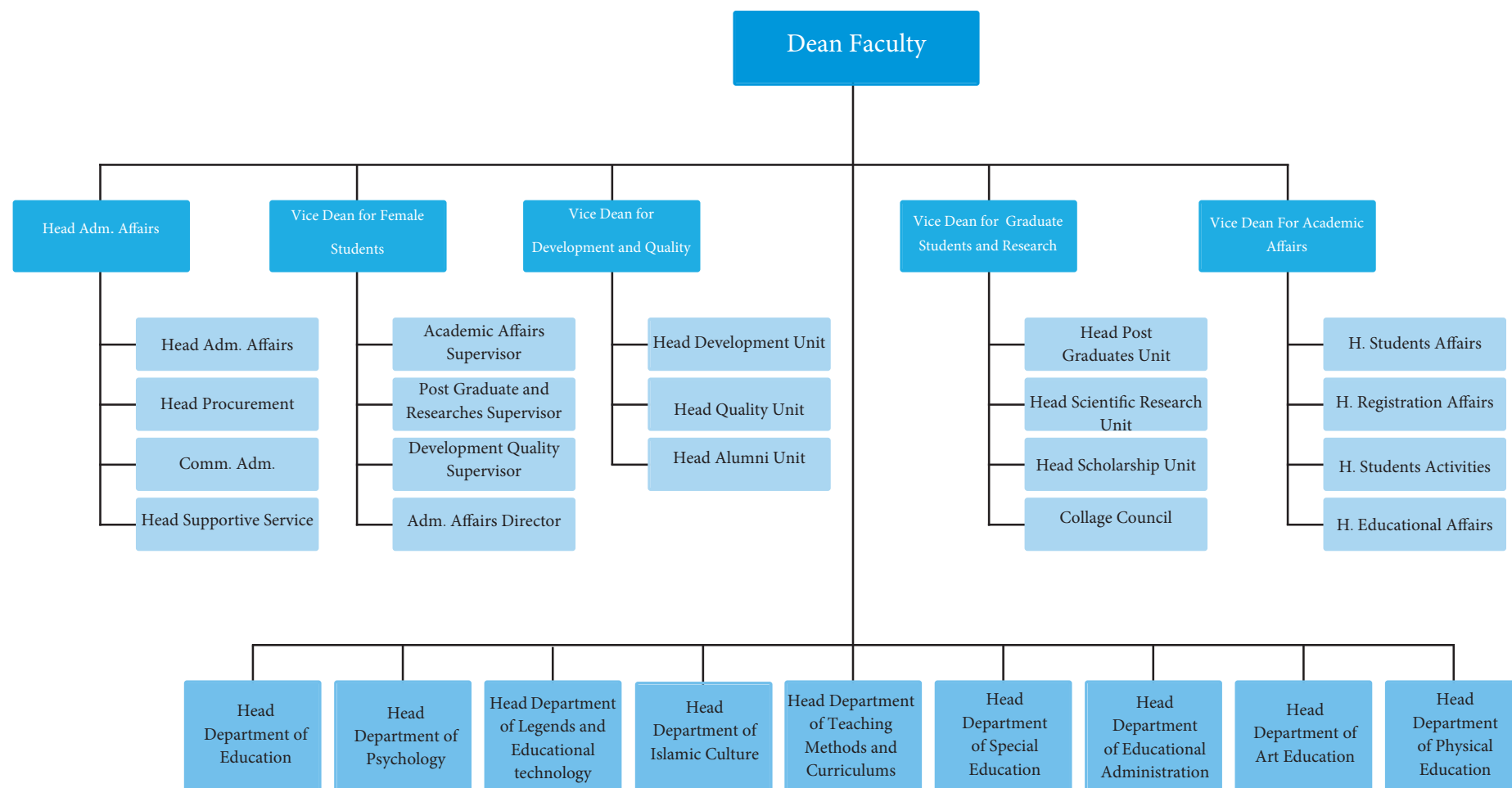
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College Departments:

- 1- Islamic Studies
- 2- Physical Education
- 3- Curriculum & Instruction
- 4- Education
- 5- Special Education
- 6- Art Education
- 7- Educational Technology
- 8- Psychology
- 9- Educational Administration



College of Architecture and Planning

The College of Architecture and Planning at King Saud University was founded in 1404H. The Department of Architecture and Building Sciences was a core branch of the College, which became the first academic institution for architectural education in the Arabian Peninsula at that time. The department's formulation goes back to 1387H, which was one of the departments in the College of Engineering.

Vision:

Achieving leadership in architecture and urban education, scientific research, and community services through creating faculties and the development of outstanding departments and research centers.

Mission:

Implementation modern management principles and leadership and encouraging flexible educational and research environments that accommodate modern developments and serve the community.

Objectives:

1-Producing professional architects and qualified planners who possess skills and capabilities in the following areas:

A-Creativity in designing, planning research and programming

B-Innovation in architectural arts

C-Originality in preserving architectural heritage

D- Leadership by making decisions and developing the capacity to professionally solve the obstacles in all phases of designing, planning and supervising architectural projects

2-Research and studies in various activities of architecture, planning and building industry

3- Providing consultancy to various community institutions

Departments:

1- Department of Architecture and Building Sciences

2-Department of Urban Planning

Tasks

1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided not to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.

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4 - Take the necessary measures towards attract faculty members to achieve the vision of the college and university's educational process and research and community service. And coordination within the college and university to overcome the obstacles that face the administrative coordination with the related authorities

5 - to negotiate with expatriates candidates for membership of the faculty and send them the initial offers conditional upon final approval from the university

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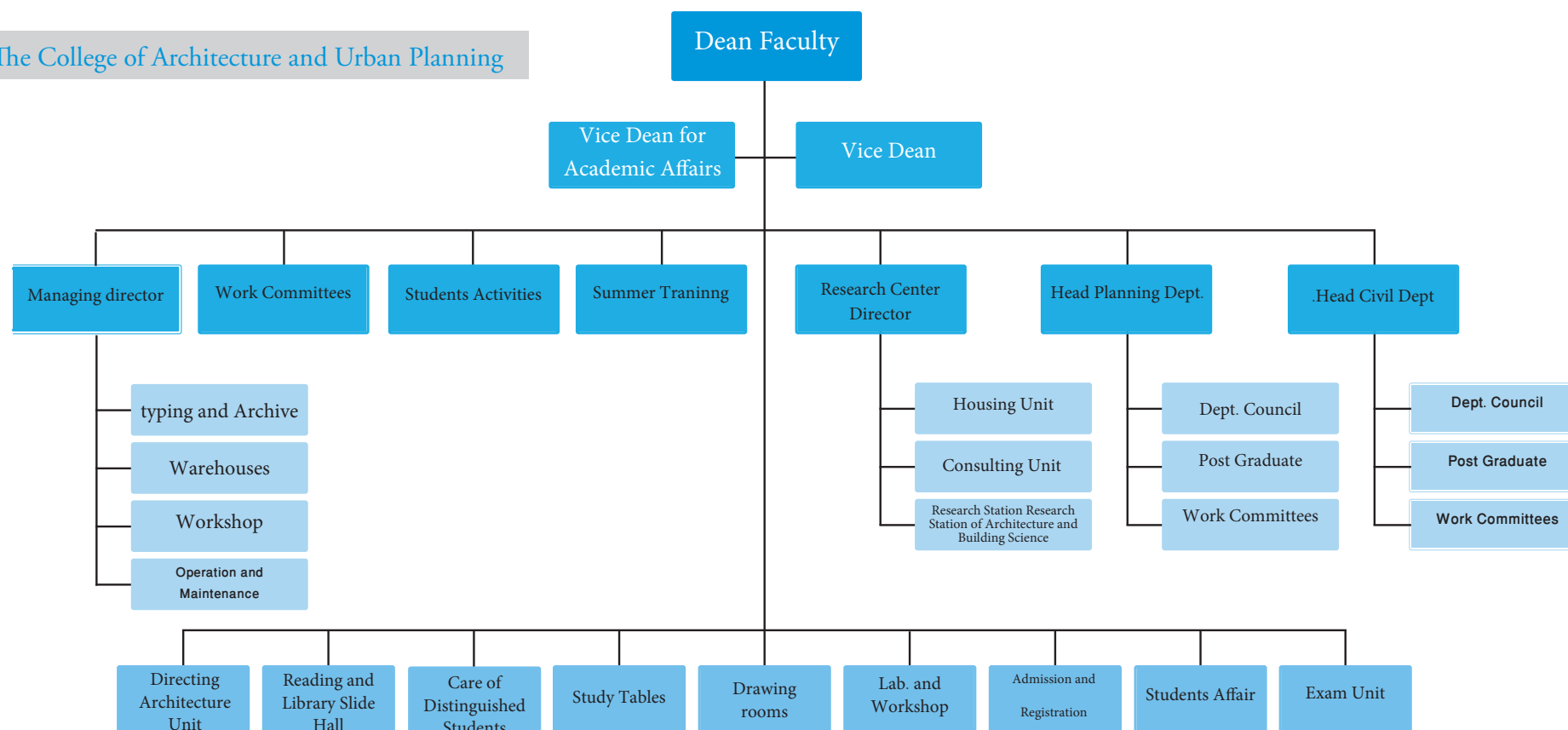
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The College of Architecture and Urban Planning



College of Science

One of the oldest colleges at King Saud University, the College of Science was founded in 1378-1379H. (corresponding to 1958/1959 A.D.) as the first scientific college in the Arabian Peninsula. It has, ever since, made great efforts to accommodate the country's comprehensive progress in scientific, industrial and technological fields. Demands for the college were unparalleled and extended beyond all expectations.

Vision:

Leadership in basic science and its culture of applications to contribute in building a knowledge-based society.

Mission:

Provide developed programs of study and research projects, able to provide the community with the knowledge and capable of providing the community with the knowledge and trained coders and with quality that ensure optimal technical and general partnership

Objectives:

- 1-To achieve excellence in higher education, scientific research and community service.
- 2 - Developing and implementing ways to ensure quality performance and productivity.
- 3 - Optimal use of resources and modern technology.
- 4 - To provide a stimulating environment administratively and academically.
- 5 - To attract the best faculty members, staff and students.
- 6 - Establishing effective partnerships of local and global.
- 7 - Enhancing the scientific culture and its activities and consolidating the philosophy of science.

Tasks

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Departments

There are 8 main academic departments in the College of Science:

1- Biochemistry department

2- Chemistry

3- Geology

4- Mathematics

5- Pysics and Astronomy

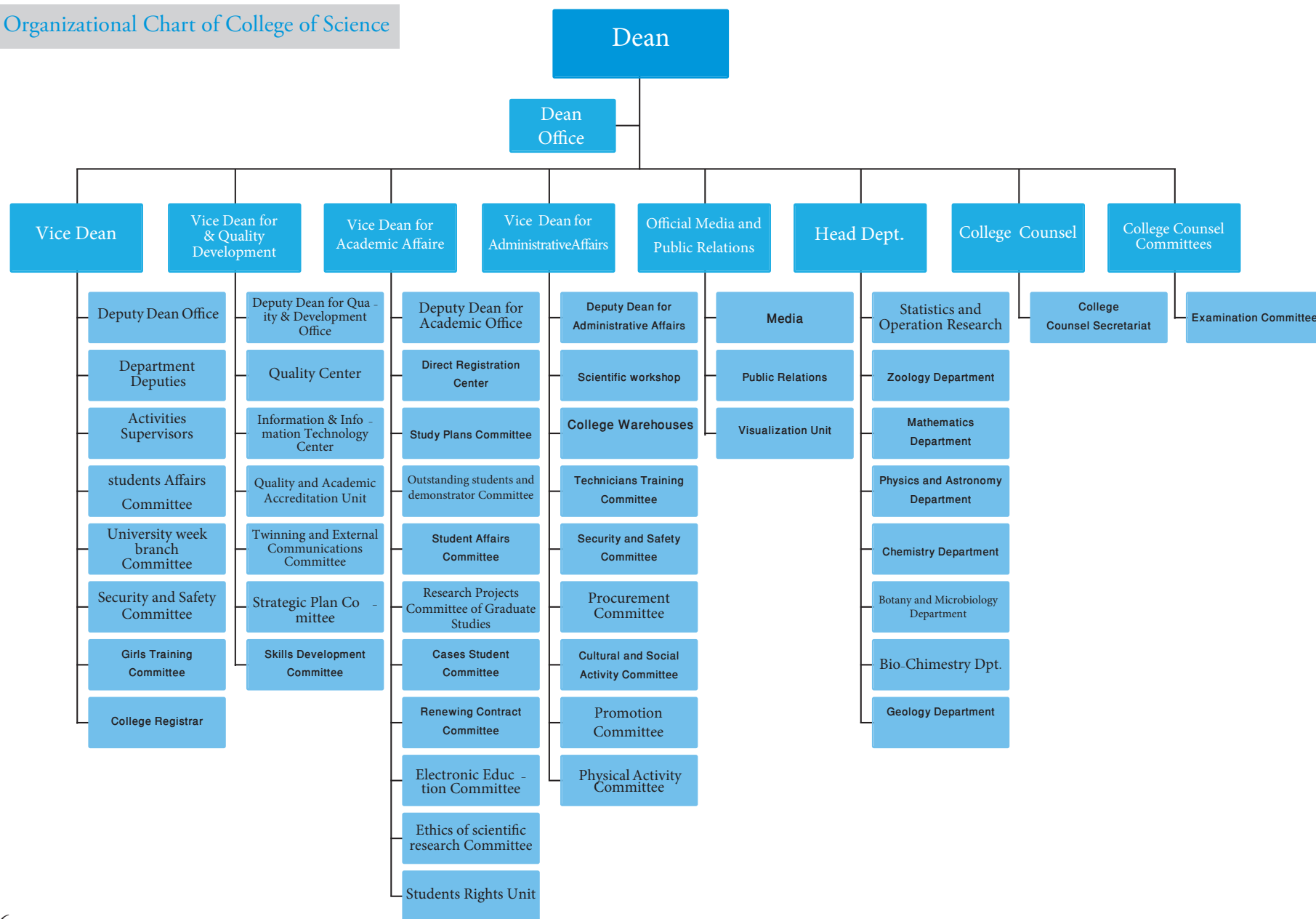
6- Stastics and Operations Research

7- Zoology

8- Botony and Microbiology



Organizational Chart of College of Science



The College of Computers and Information

Vision:

The college should be regarded nationally and regionally as the best technical college specialized in computer and information sciences that contributes actively to the ongoing development, outstands as a provider of quality education and scientific research, and plays its role as a center of excellence in conveying advanced information technology and offering technical consultation services in a way that advances the society.

Mission:

Offering distinguished academic programs in the field of computer and information sciences that meet the local and regional requirements for undergraduates and graduates in the field, and provide an environment for research and development in computer and information sciences, and development of faculty that is able to keep up with advancing needs of the society.

Goals:

- 1 - to provide students with scientific and technical knowledge in the core areas of Computer and Information Technology
- 2 - giving students the skills and expertise required and what qualifies them to do the work with high efficiency
- 3 - Developing the scientific qualifications of graduates through the graduate programs
- 4 - take advantage of college graduates who entered the labor market in the development of academic programs and adjust new plans periodically
- 5 - to advance the process of scientific research a focusing on applied research and support the publishing of scientific research
- 6- meet the needs of the community in professionals and highly specialized graduates in the areas of Computer and Information Technology

7- Contribute to the Kingdom's transformation towards a knowledge based economy

Tasks

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
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Departments:

1-Computer Engineering Department

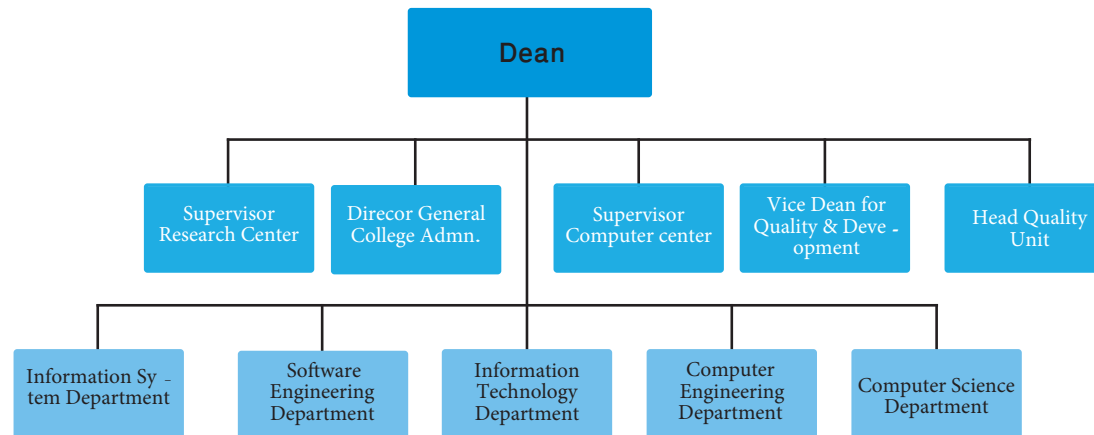
2- Software Engineering Department

3- Information System Department

4- Information Technology Department

5- Computer Science Department

Organizational Structure - Collage of Computer Scie. & Informations



College of Administrative Sciences

The College of Business Administration (CBA) is one of the early colleges established at King Saud University. When it was first established in 1959, it was called College of Commerce. Later, in 1979, it was named the College of Administrative Sciences and in 2006 it was given its present name, reflecting its new mandate and departments. In addition to its undergraduate programs, the CBA offers Master's and Doctoral programs.

Vision:

The College of Business Administration at King Saud University aspires to be the leader in business education, scientific research in the field of administration, and related community services in the region.

Mission:

The mission of CBA is to prepare highly qualified professionals in administration, to conduct advanced research and applied academic studies which serve the academic community while fulfilling the needs of development in Saudi Arabia, and to contribute to its community economically and socially.

Goals:

- To prepare qualified cadres in the college's specializations through its programs that provides necessary knowledge and skills needed by the labor market.
- To rehabilitate youth by providing them with the necessary knowledge and skills that make them employable.
- To contribute to the advancement of knowledge through research and applications conducted by the CBA faculty.
- To contribute to solving economic, administrative and financial problems facing the business community and the public sector.

- To serve the private sector, public organizations and non-governmental organizations
- Develop student abilities to achieve completeness and logical analysis in the decision making process when encountering difficult administrative situations (both the economic and human).
- Develop and prepare the scientific programs that are related with the needs of the Saudi society in the field of administration.
- Provide the students with the suitable scientific climate and develop their desire to work and cope with the plans for social and economic development in the Kingdom.
- Conduct, prepare and implement scientific research in this field.
- Provide the public and private sectors with consultation in various fields.

Tasks

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13 - Direct contact with ministries and government departments and others in all matters related to their duties

Scientific Departments:

1-Economics Dept

2-Accounting Dept

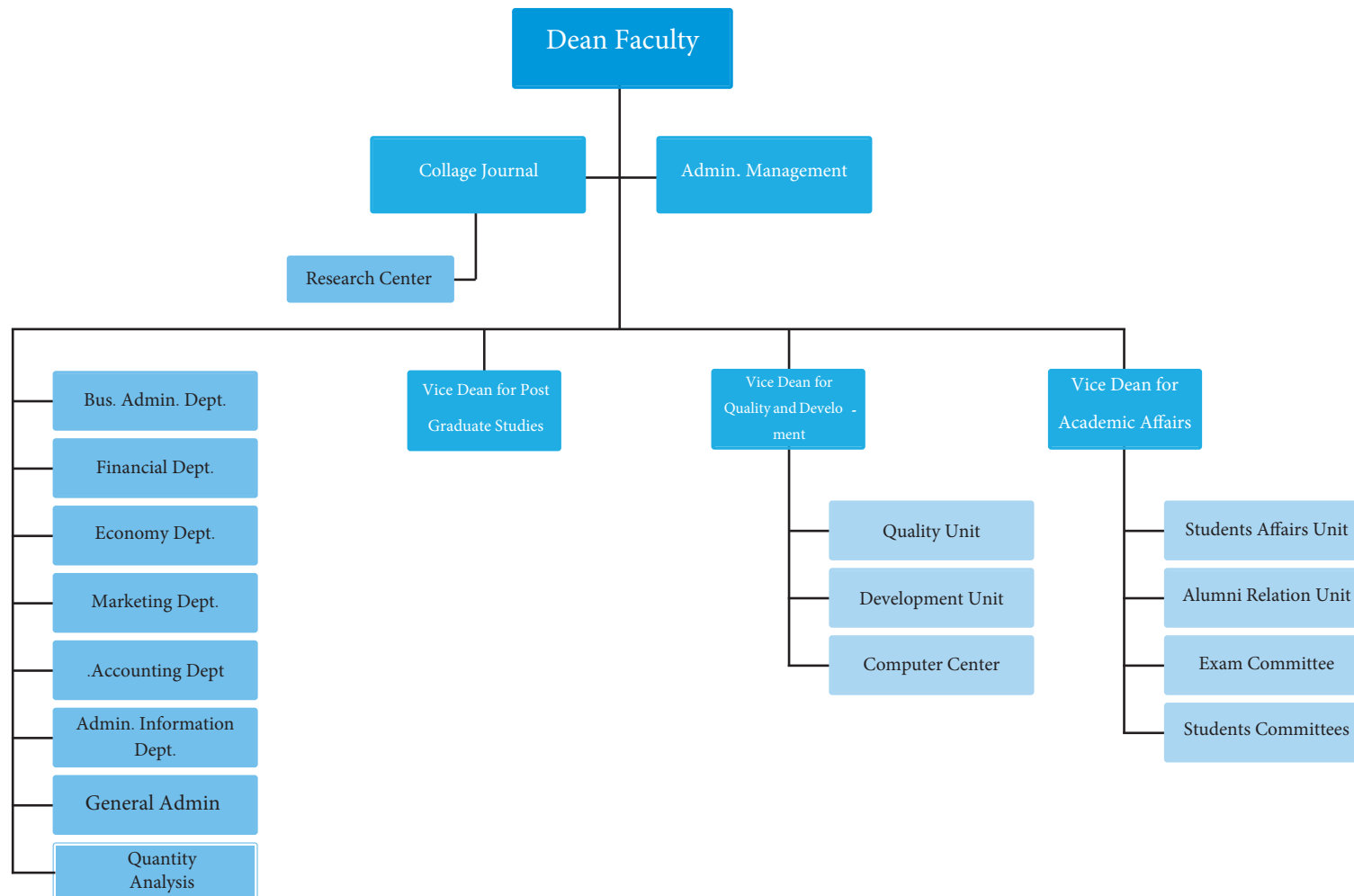
3-Marketing Dept

4-Management information system Dept

5-Management Dept

6-Finance Dept

Organizational Structure - Collage of Business Administration



College of Applied Studies and Community Services

Vision:

The prospective goal is to bridge the gap between theory and practice and ultimately enable this educational institute to compete distinctively through strengthening ties of cooperation between the University and the Saudi society. The eventual goal is to promote this college to the ranks of other pioneering colleges that directly participate in the cultural and practical developments.

Mission:

Our mission is to render varied qualitative educational services to both citizens and expatriates and to provide society with qualified cadres capable of working in both the private and public sectors.

Goals:

- 1- To provide the private and public sectors with highly qualified human resource personnel capable of occupying various administrative posts and otherwise.
- 2- To plan and design varied educational programs along with short and long term educational courses
- 3- To provide all interested individuals with training and educational opportunities so that they can keep up with all scientific developments regardless of age, date of previous certificates and to ultimately help them to obtain substantial employment.
- 4- To maintain channels of cooperation and partnership between community colleges and the private sectors so that educational products and practical needs of employment can become more compatible and harmonious.

Tasks:

- 1-Management of College's affairs within the university system and regulations
- 2 - Overseeing the development and evaluation of curricula and teaching methods and the development of courses and training programs that serve the community
- 3 - Signing the documents of sessions organized by the College after the adoption of the results from the College Board
- 4 - take the initial measures of contract; in the case of the desire to send the complete papers to the deanship of Staff and employees affairs
- 5- Approval to grant regular and emergency leaves and to be completed by the Deanship of faculty and staff - in accordance with the university system
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University Educational Program

The program aims to prepare well-qualified workforce trainees in order to enhance the role of the University in serving the needs of the local community and in shaping the practical and scientific skills of the target community members. The Program offers a diploma degree for Bachelor degree holders in the following fields:

1. General Diploma in Education
2. General Diploma in Education for the teachers of Vocational Education
3. Diploma in Academic Advisory
4. Diploma in Special Education

This program also offers Diploma Degrees in the following fields:

1. Accounting
2. Marketing
3. Law
4. TV and Radio Co-production
5. Banking
6. Insurance

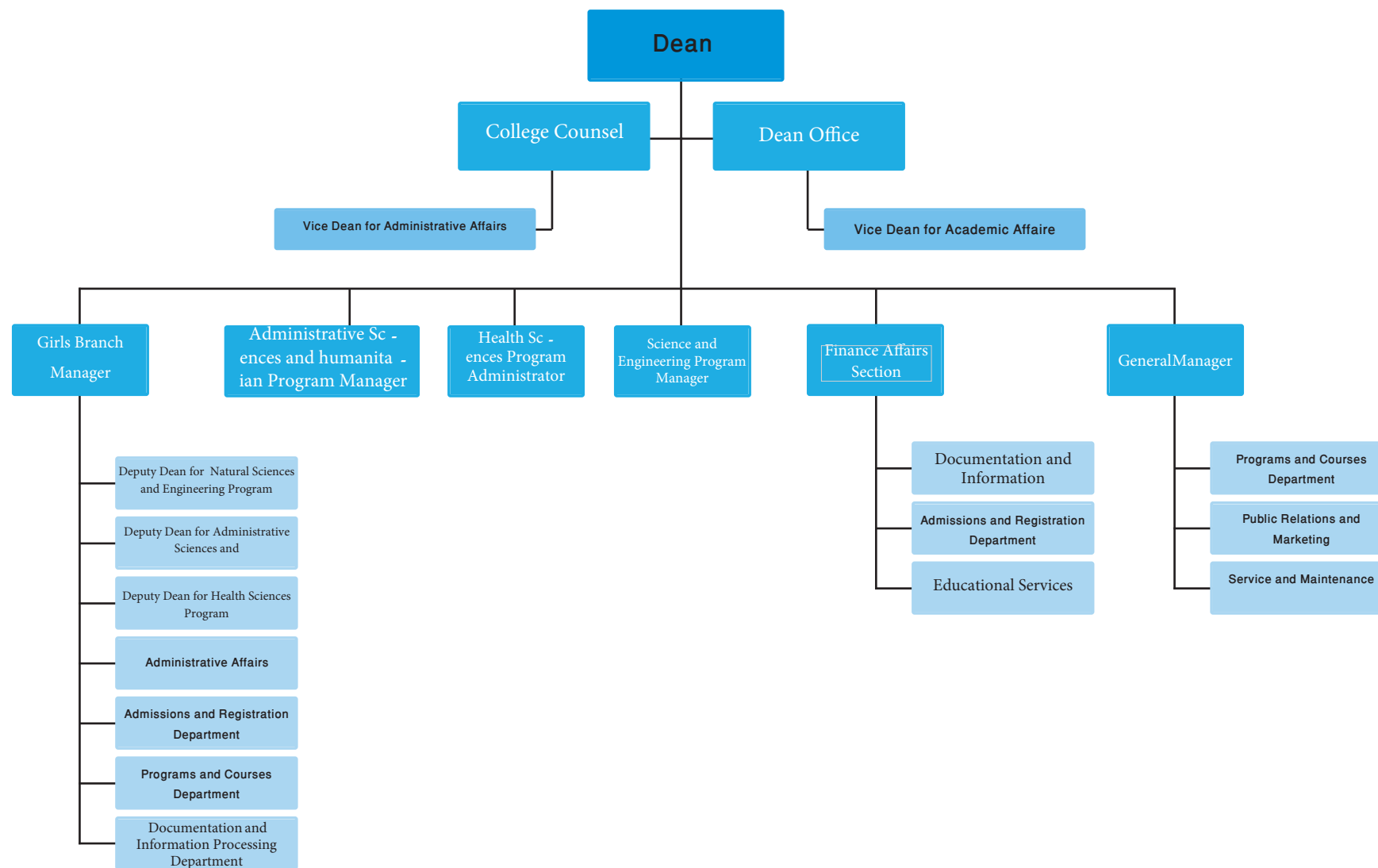
Finally, it is hoped that this description of the program, though brief, would be clear enough to motivate as many trainees as possible from among those who wish to enroll in the specializations mostly needed in the job market.

Diplomas:

- 1- Medical laboratories
- 2- Radiology
- 3- Medical records
- 4- Medical secretary
- 5- Nursing
- 6- Network
- 9- Programming
- 8- Accounting
- 9- Marketing
- 10- Systems
- 11- Banking
- 12- Insurance
- 13-TV and Radio



Organizational Chart Applied studies and Community Services College



College of Law and Political Sciences

Vision:

That the College of Law and Political Science, King Saud University becomes one of the leading Arab and international colleges

Mission:

Provide special education and the production of creative research serving the community and contribute to building the knowledge economy through the preparation of highly qualified cadres in the various disciplines of the college and participate in providing all that would serve science and community development

Goals:

- 1 - Contribute to developing and utilizing human knowledge and benefit from the various disciplines Colleges
- 2 - graduation of qualified personnel in various disciplines Colleges
- 3 - Training for young people for job opportunities in the labor market
- 4- Contribute to the solution of political problems and legal problems facing the state and society by building bridges of communication within and outside the university with universities, companies and local and international groups
- 5 - Research and various studies

Tasks:

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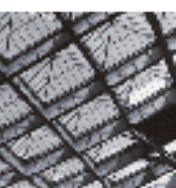
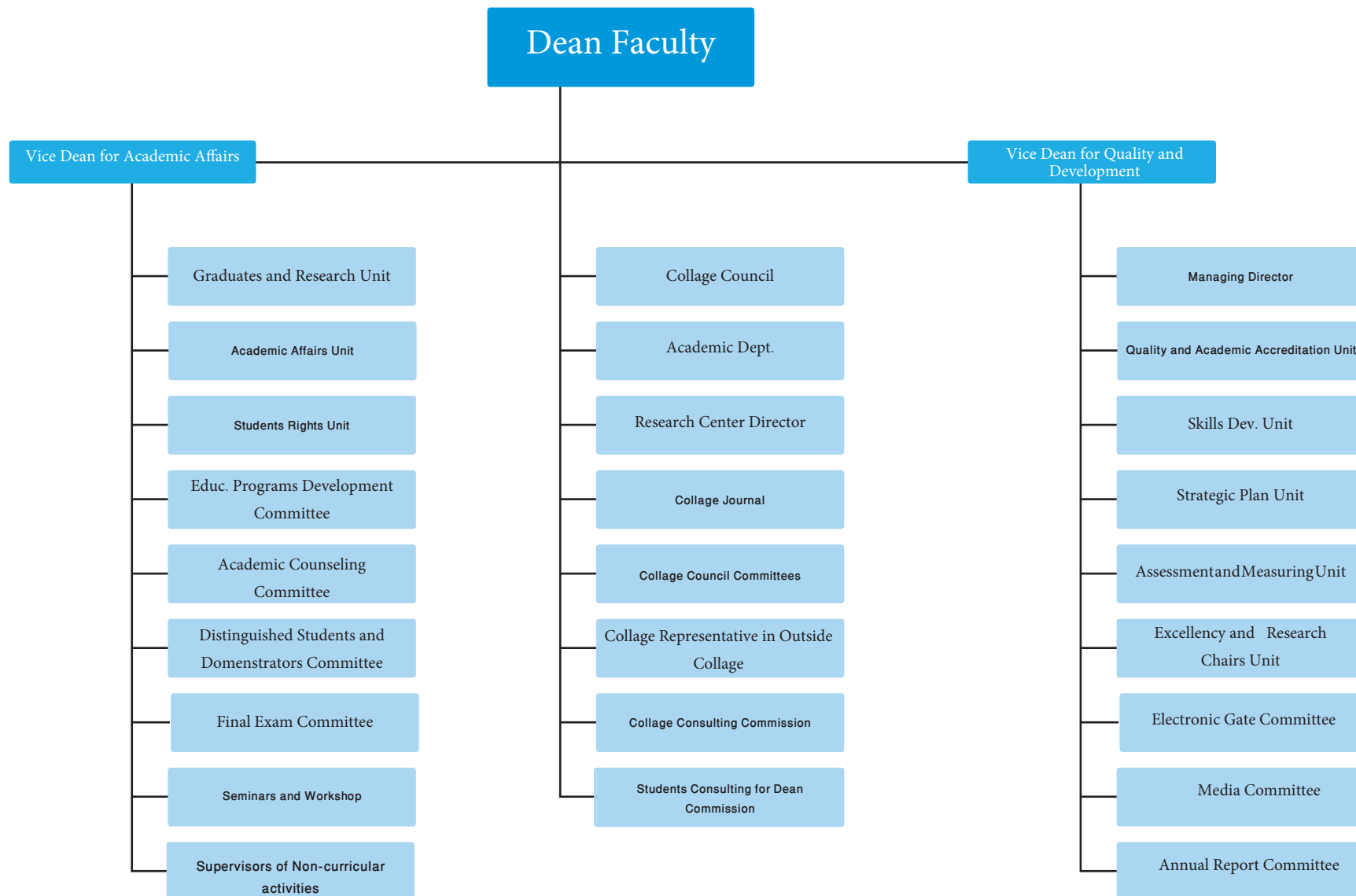
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Departments:

- Political Sciences
- Civil Law
- General Law
- Criminal Law
- Commercial Law
- Islamic Law



The College of Food Sciences and Agriculture

Was established in 1385H. with the name Agriculture College. By the year 1424\1425 A.H the name of this college was changed to the college of food sciences and agriculture.

Vision:

The vision of the College is to surpass and excel internationally. This can be attained through advancing and excelling in food sciences, agriculture and environmental sciences.

Mission:

The mission of the College is to contribute significantly to the development of agriculture and food production, human nutrition, conservation and development of natural resources. This is accomplished through the qualification of proficient graduates, innovative research, dissemination and enrichment of knowledge.

Objectives:

Provide modern undergraduate and post-graduate programs for preparing proficient graduates within the fields of food and agricultural sciences, environmental management and sustainable development of natural resources. Foster novel researches and technological innovations as well as applied studies aimed at increasing production, developing resources, conserving the environment and promoting scientific knowledge.

Serve the community through extension activities, training courses, workshops, conferences and symposia, and advisory services to the public, private and philanthropic sectors. Find technical and practical solutions for water conservation and rationalization of water usage in agriculture. Enhance the role of the College as a center for technological advances and modifications dictated by local and global changes.

Tasks:

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Divisions of the College:

First: Management

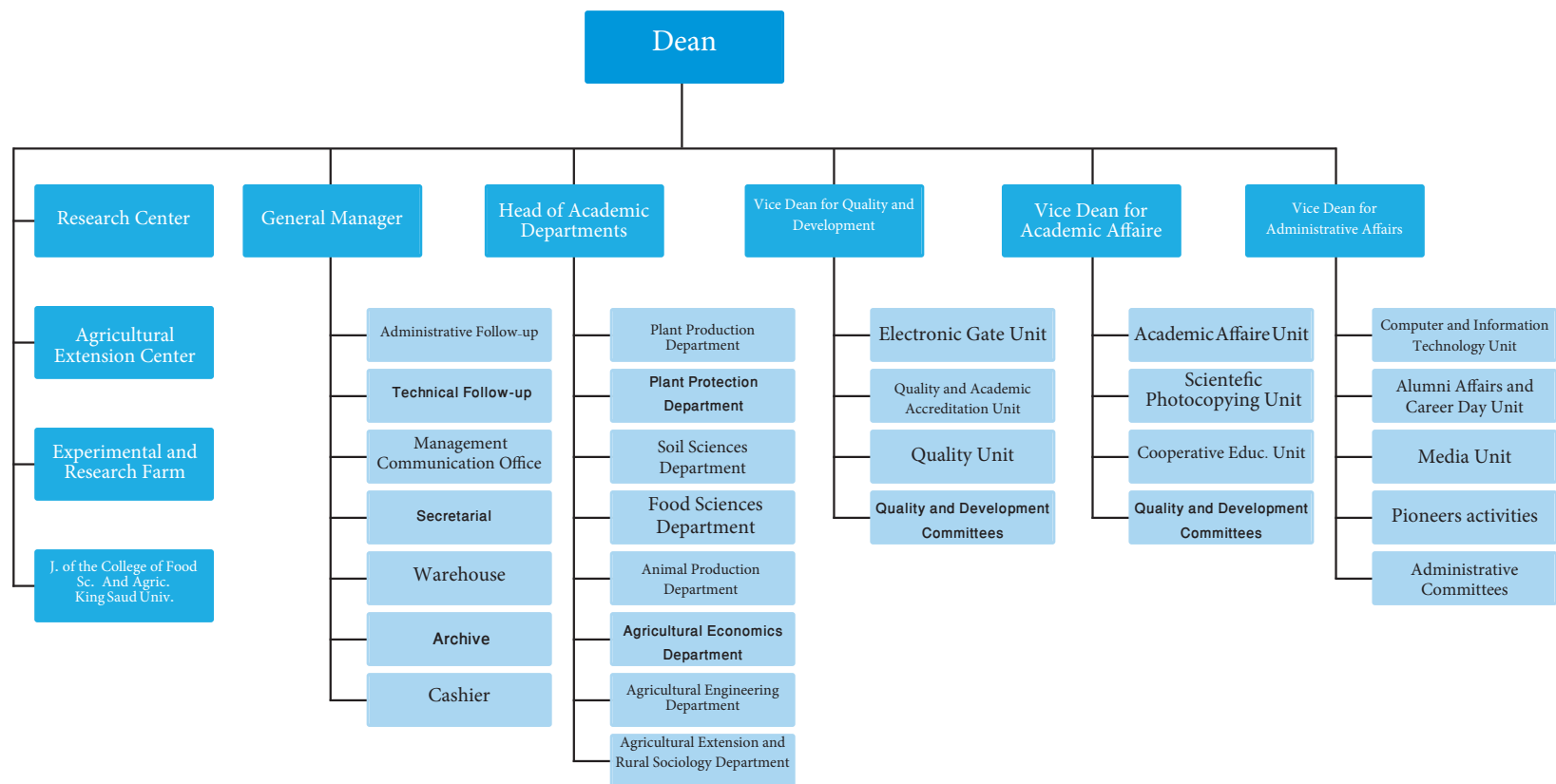
- Dean
- Deputy dean for academic affairs
- Deputy dean for administrative affairs
- Deputy dean for development and quality
- General Director

Second: Departments

- Agricultural Engineering
- Agricultural Extension and Rural Society
- Plant Protection
- Food and Nutrition Sciences
- Animal Production
- Soil Science
- Plant Production



Organizational Chart Food Science and Agriculture College



College of Linguistics and Translation

Vision:

The College of Linguistics and Translation aspires to become a distinguished college that provides the community with specialists in the fields of modern languages and translation, to fulfill of the requirements of job market, and to help knowledge and cultural communication succeed among nations.

Mission:

The College of Linguistics and Translation assumes the responsibility of providing theoretical and applied knowledge in the fields of modern languages and translation, and of supplying the job market with specialists in the fields of modern language and translation.

Goals:

- Preparation of specialists in modern languages and translation.
- Developing students' skills in language learning, and training them on translation in all fields.
- Coordinating between the majors offered at the college and the requirements of the job market and development.
- Encouraging research in modern languages and translation.
- Participating in international conferences in the fields of modern languages and translation, and holding specialized symposia.
- Providing consultancies for both public and private sectors.
- Providing the community with translation services.
- Preparing, designing, implementing, and revising programs of modern languages and translation as required and in accordance with KSU regulations.
- Holding training courses for all sectors in the community, and satisfying the training needs of governmental bodies in the fields of modern languages and translation.

- Forming a continuous chain of communication with several institutes, colleges, and other bodies worldwide in order to benefit from their expertise in the fields of modern languages and translation.
- Enriching translation from and into Arabic.

Tasks:

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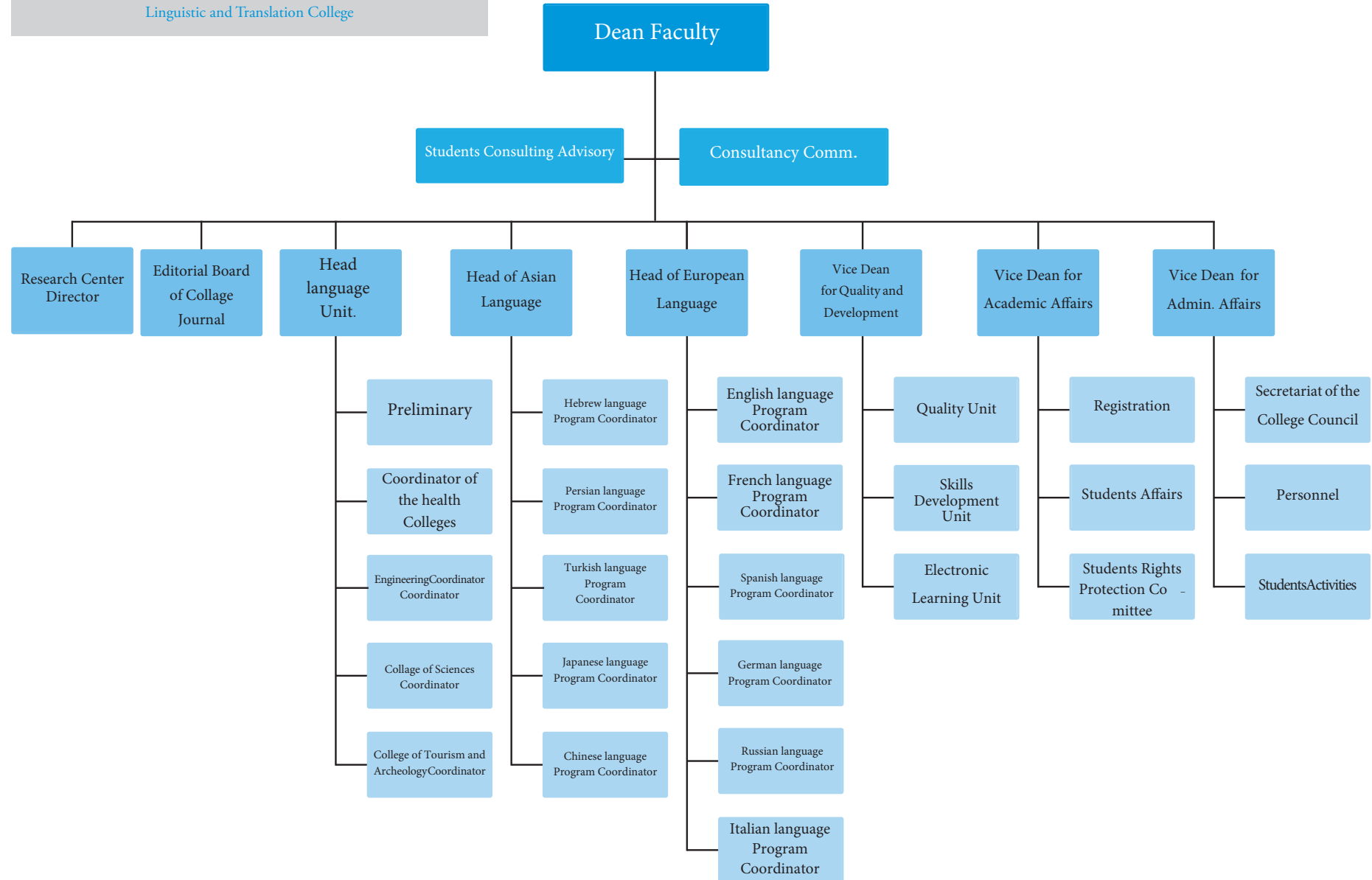
13- Direct contact with ministries and government departments and others in all matters related to their duties

College Deputies:

- Deputy dean for academic affairs
- Deputy dean for administrative affairs
- Deputy dean for development and quality

Departments:

- 1- Department of European Languages and Translation
- 2- the Department of Asian Languages and Translation.
- 3- Languages Unit



Teachers College

About the College: Historical Sketches

Established in the first academic semester of 1396-1397H.

Vision:

Leadership and excellence in teacher training

Mission:

Produce scientifically and educationally prepared teachers to work in the field of education and teacher training on job and enhance internal and external partnerships to promote scientific research and contribute to community service.

Goals:

- Help prepare educational professionals recognized for the quality and significance of their teaching, service, outreach, and leadership.
- Provide widely recognized leadership in the improvement of teaching, learning, and the assessment of educational outcomes across the life-span through research, scholarship, and technology.
- Provide leadership in the development of collaborative, professional relationships with schools, organizations, and other institutions focused on the improvement of education in schools, communities, and workplace settings.
- Sustain a caring, supportive climate throughout the College.
- Enhance the effective and efficient management of the College

Tasks:

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Departments:

1-Department of Computer

2- The Department of Chemistry

3- Department of Teaching Methodology

4- Department of Physics

5-Department of Biology

6-Quranic Studies

7-Islamic Studies

8- Arabic

9- Social Studies

10- Math

11- Natural Sciences

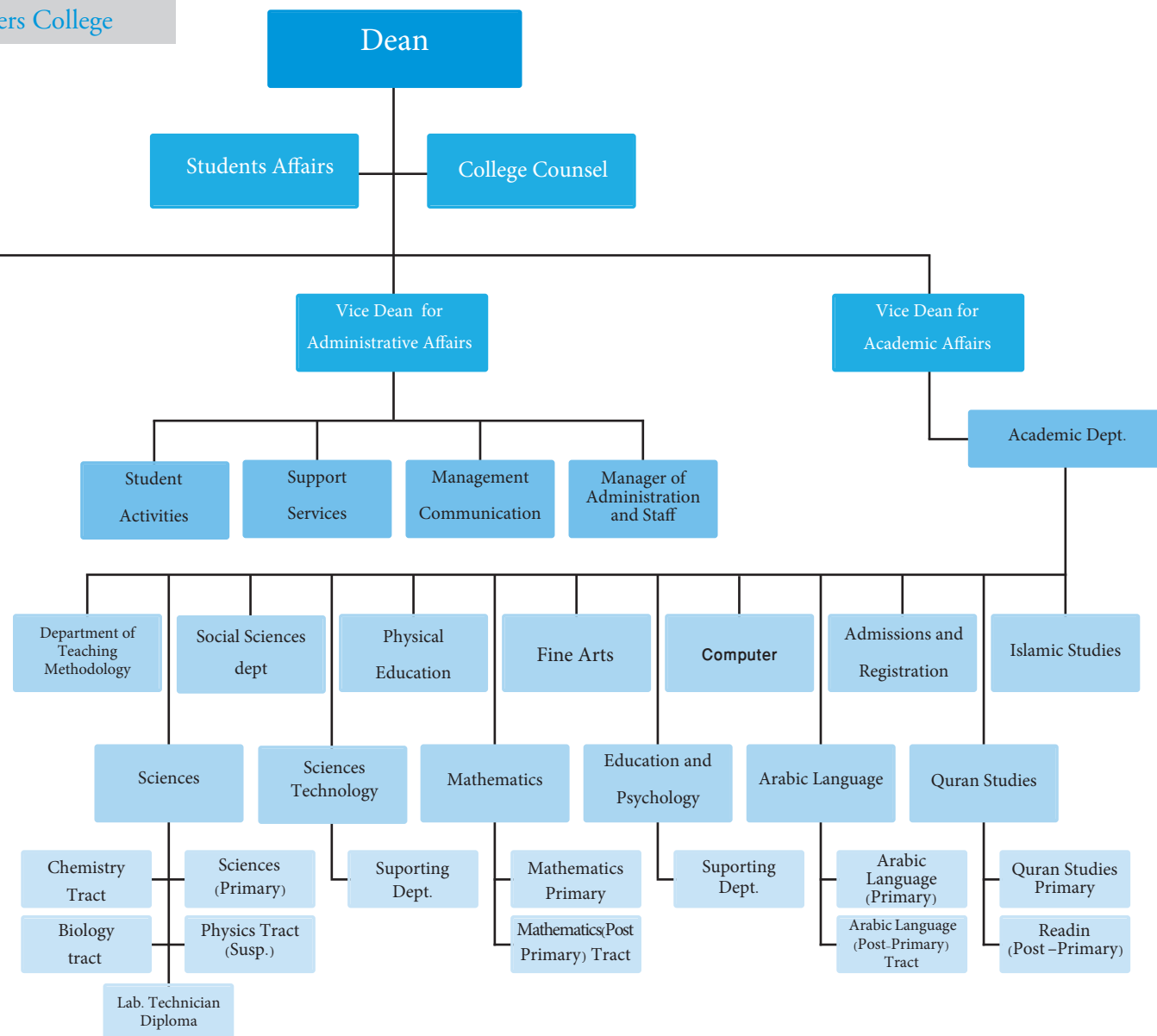
12- Art Education

13- Physical Education

14-English Language



Organization chart Teachers College



College of Physical Education and Sports

Founded in 1408H. and developed by the physical education institute which was established in 1384 H. In the year 1408H. the institute was converted into a intermediate college offering a diploma in the first year and then giving more courses by which students could obtain a bachelor degree. In 1419H. following the resolution of His highness, the Minster of Education, the bachelor's phase was inducted and in 1428H. the College joined King Saud University.

Vision:

Upgrading the quality of life in society through scientific and professional achievements in the areas of physical and sporting activities that affect the quality of life for all community

Mission:

College seeks to develop the knowledge associated with the activities of physical and sporting and applications through education environment characterized by quality and take into account the Islamic values and principles to achieve excellence in the preparation of specialists in physical education and sports management and sports science and rehabilitation of professional leaders and researchers qualified to work in various institutions of society with the and provide services to the various sectors of society to improve the quality of life for all its members

Tasks:

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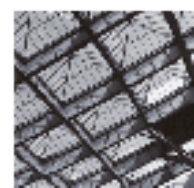
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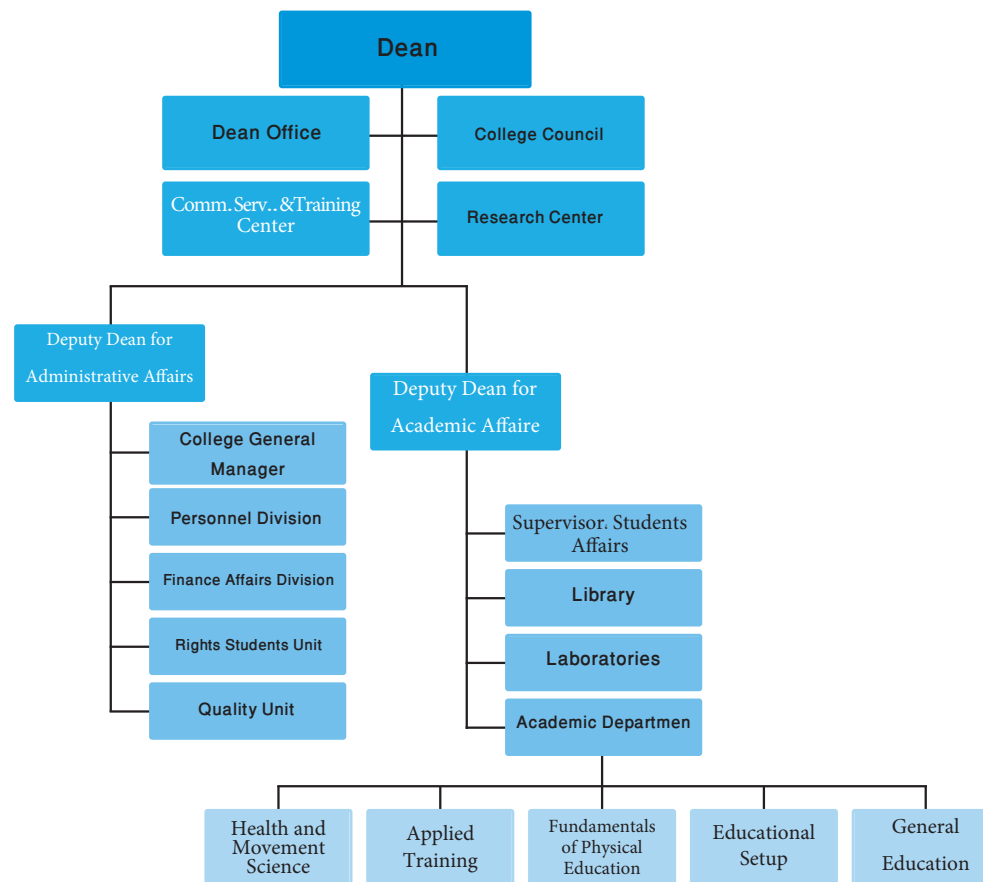


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Departments:

- 1- General Preparation
- 2- Health and Movement Science
- 3- Physical education and Sports
- 4- Practical Training
- 5- Educational Preparation

College of Physical Education and Sports



Community College in Al-Riyadh

Foundation:

Al Riyadh Community College, the latest college in the university, was founded by virtue of the Council of Ministers' decree no. 73 issued on 5/3/1422.

Vision:

Produce qualified graduates and appropriate programs

Mission:

To contribute to the qualification of and preparation of students with quality standards for the development of society.

Goals:

- Increasing the university's capability to accommodate a larger number of students in transfer and career programs.
- Offering university-level studies for students in transfer programs at high economic efficiency.
- Giving students who are unable to pursue their studies the opportunity to obtain a degree that will professionally enable them to join the College Career Program.
- Offering career programs that support plans for qualified Saudis seeking employment.

Tasks:

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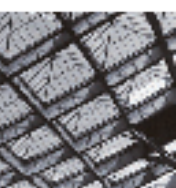
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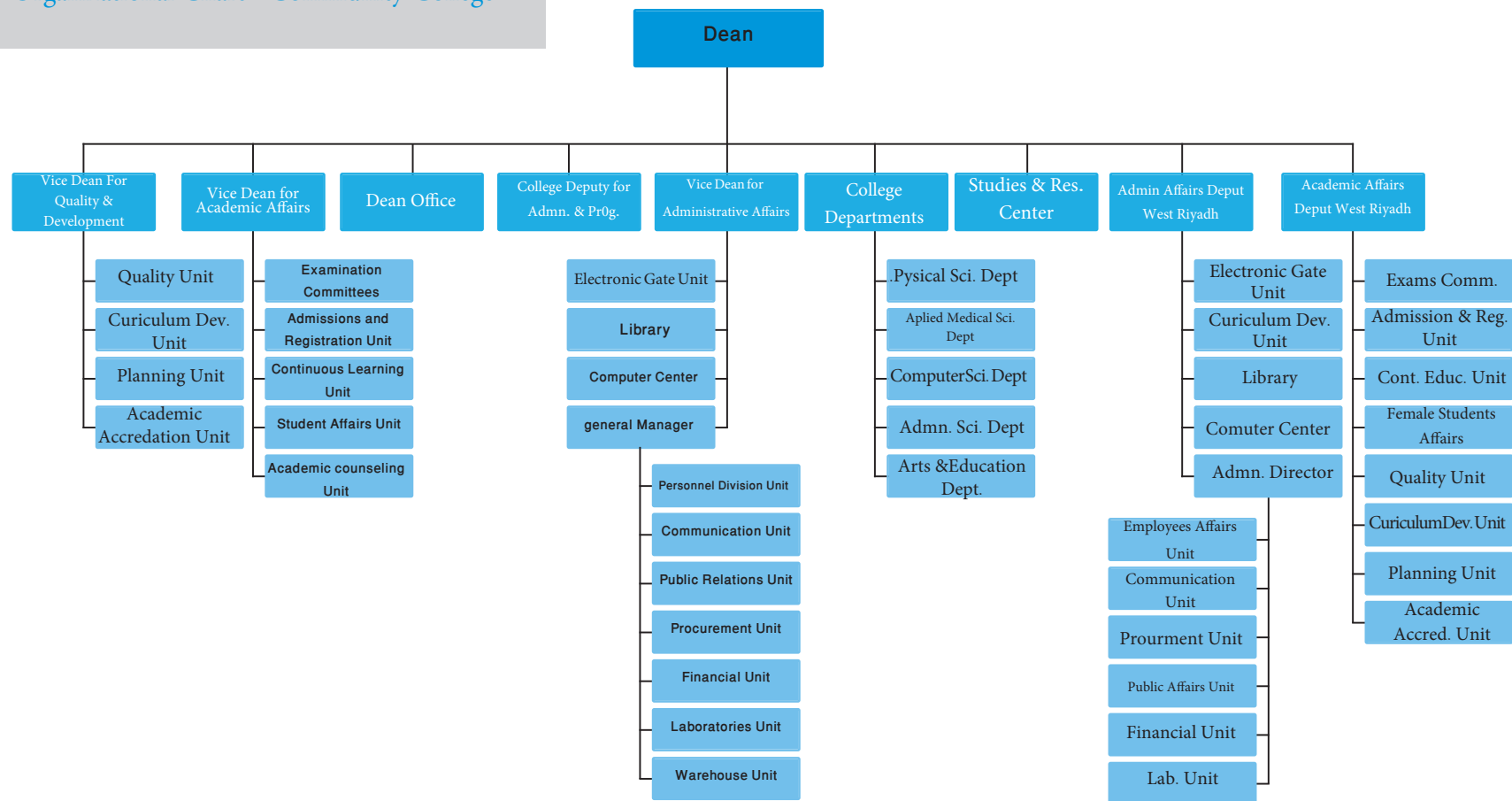
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Departments:

- 1- Physical Sciences
- 2- Applied Medical Sciences
- 3- Computer Science
- 3- Administrative Sciences
- 4- Arts and Education

Organizational Chart - Community College



College of Tourism and Archeology

Faculty's Establishment:

The College of Tourism and Archeology was established in 1426H, and is, therefore, one of the newest colleges in King Saud University. The College was established to meet the rapidly-growing demands of the country for efficient, highly-qualified graduates in tourism, hotel management, archeology, heritage management, and tourism management. The College aims to encourage research and scholarly studies related to the specializations offered by the College.

Faculty's Academic Departments

- 1- Department of Tourism and Hospitality Management.
- 2- Department of Archaeology.
- 3- Department of Heritage Management and Tourism Guidance.

The departments of the College cooperate and interrelate on many levels. In addition, the College houses the archeological museum, specialized laboratories in photography, surveying and drafting, and conservation, preservation, and computer analysis. The College has an excellent computing laboratory that is connected to the main data processing center and the Internet. The College includes an Archaeological and Heritage Museum which represents one of the major tourism attractions in the Kingdom of Saudi Arabia.

Objectives:

The main objectives for the establishment of the College are as follow:

- 1- Introduce current academic theoretical and practical programs in archaeology, heritage resources management, and tourism and Hospitality management.
- 2- To effectively utilize available resources of the College and its man-power to equip students with interdisciplinary knowledge, and to provide qualified practitioners with professional managerial skills relating to segments of tourism industry, heritage management and archaeology.
- 3- Contribute to scientific research and applied studies related to the College specializations and link them with the Kingdom's demand to man-power and development.
- 4- Introduce cultural heritage through participation in conferences, events, cultural festivals and fairs.
- 5- Contribute in achieving objectives of development plans and strategies to promote tourism industry and heritage of the Kingdom of Saudi Arabia.
- 6- To promote study in understanding and appreciation of cultural identity.
- 7- To serve the community and provide sustainable education by introducing training courses, consultations and arranging scientific symposia.



Tasks:

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- 8- Follow-up performance of graduate students and who are covered by

grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor degree.

9- Authorize the disbursement of the advance payment for College - according to the rules of exchange of the advance payment with the exception of office furniture and cars.

10 - Authorize the disbursement from the warehouse

11- Approval to grant regular and emergency leaves and to be completed by the Deanship of faculty and staff - in accordance with the university system

12- The signing of certificates and IDs to all employees of the college or institute except certificate of expertise or letters of thanks

13- Direct contact with ministries and government departments and others in all matters related to their duties

Arabic Language Institute

Vision:

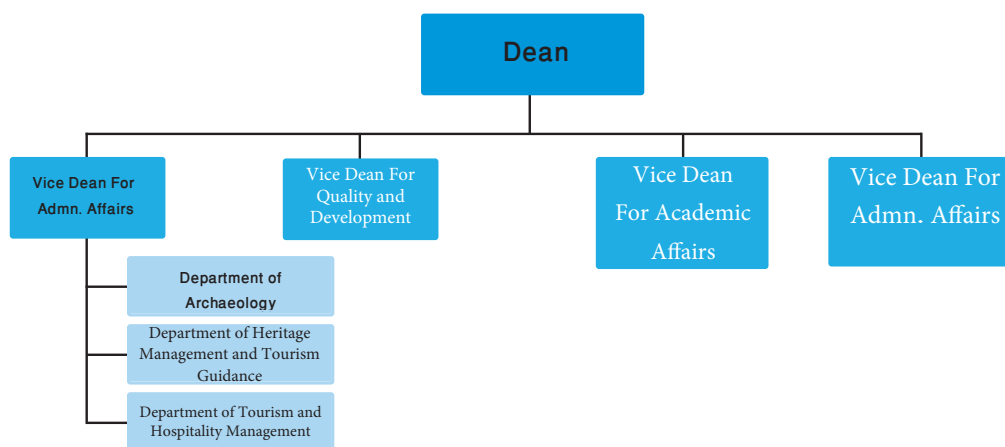
That the Arabic Language Institute becomes a leading institute in the field of teaching Arabic to non-native speakers and to keep leadership in this area so be the top in the world

Mission

Spreading the Arabic language and teaching it to non-native speakers through the preparation and development of what is required by the curricula and teaching materials and measuring instruments according to the latest theories and methods

A royal decree in 1974 established the Institute for Teaching Arabic to non-Arabic learners in order to achieve the following goals:

1. Teaching Arabic to non-Arabic speaking students and others who come to the Kingdom from Islamic and other countries in order to learn Arabic;
2. Conducting research in the structure of the Arabic language, and in techniques to promote Arabic learning;
3. Training teachers to teach Arabic to non-native Arabic learners.
- 4- Since its inception, the Institute has been implementing the following aspects of its curriculum:
5. Conducting research in the field involving linguistics and the teaching of Arabic to non-Arabic learners.



Tasks:

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
- 2 - Approve the participation in the exams, discussion of the M.A and PhD thesis in various universities and colleges inside the Kingdom provided not to affect the performance of the staff of their faculties, nor shall the university bear any financial costs.
- 3 - Approval of the payment of bonus to professor who assigned from outside the university to participate in the evaluation study plans or checking master's or doctoral thesis
- 4 - Take the necessary measures towards attract faculty members to achieve the vision of the college and university's educational process and research and community service. And coordination within the college and university to overcome the obstacles that face the administrative coordination with the related authorities
- 5- to negotiate with expatriates candidates for membership of the faculty and send them the initial offers conditional upon final approval from the university
- 6- Give approval to the management of procurement and stores to buy direct from the college or institute funds with no more than two hundred thousand riyals for each purchase order for equipment and scientific instruments, and within the limits of one hundred thousand riyals for each purchase order, other than that , with the exception of office furniture that does not come within this power
- 7 - To attract students, researchers and graduate students who have distinct

qualities to support the educational process and research in the Colleges.
8- Follow-up performance of graduate students and who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor degree.

9- Authorize the disbursement of the advance payment for College - according to the rules of exchange of the advance payment with the exception of office furniture and cars.

10 - Authorize the disbursement from the warehouse

11- Approval to grant regular and emergency leaves and to be completed by the Deanship of faculty and staff - in accordance with the university system

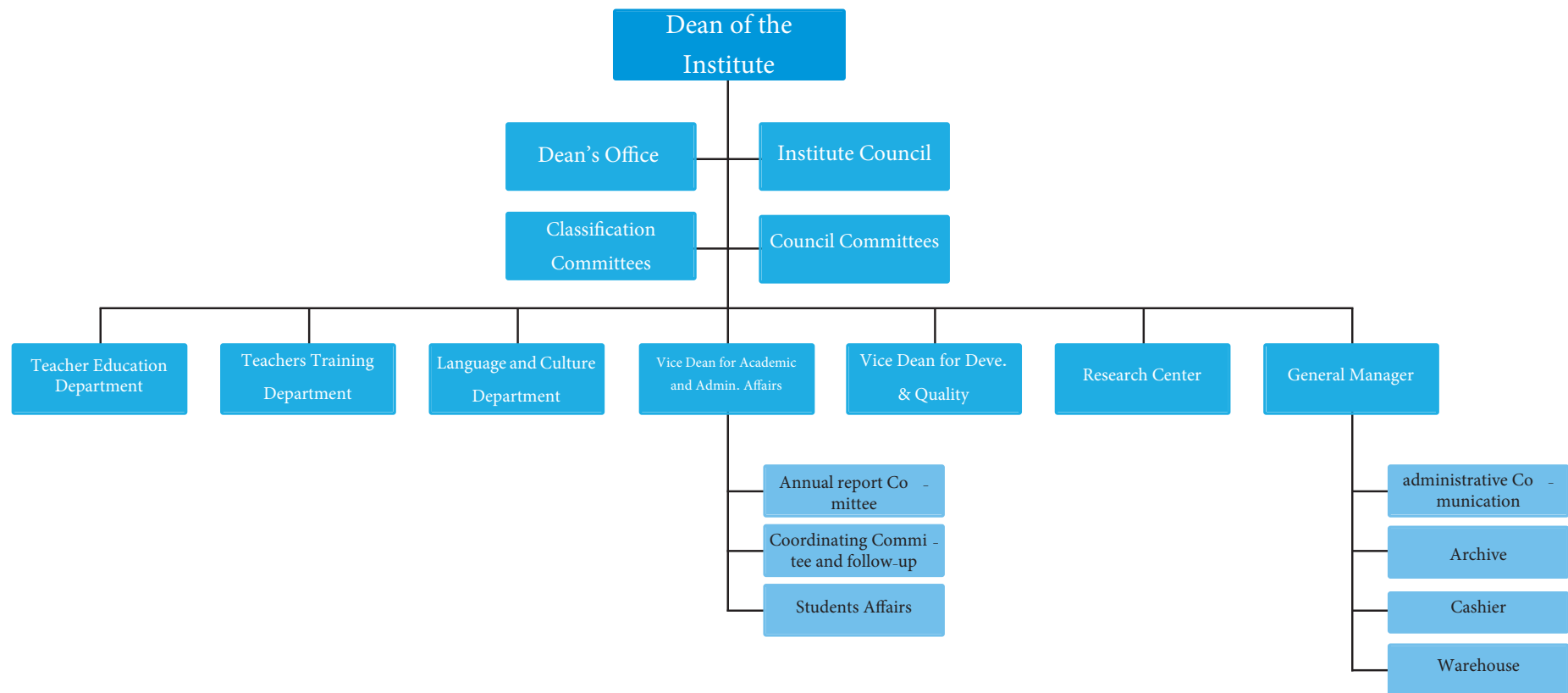
12- The signing of certificates and IDs to all employees of the college or institute except certificate of expertise or letters of thanks

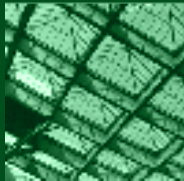
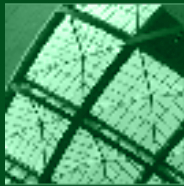
13 - Direct contact with ministries and government departments and others in all matters related to their duties

Departments:

The institute consists of three departments:

- 1- Language and Culture department.
- 2- Teacher training department.
- 3- Teacher preparation department





Vice Rector For Projects

Vice Rector For Projects

Vision :

The agency will be a leading expertise in the management of mega projects and university cities with quality and efficiency.

Mission

To develop the skills of the staff of the Department of Engineers and others and work on attracting distinguished experts while ensuring the highest level of progress excellence, creativity and quality in project management of the educational and medical facilities.

The Vice-rector for the projects assists the Rector in everything that would help the university in achieving its objectives in projects - except for the strategic construction projects – Thus he is authorized the following authorities:

Functions of the Rectorate:

- 1- General supervision of all departments associated to him, designing policies for these departments and securing its needs.
- 2- Supervise the university projects, buildings including follow up implementation of detailed plans for projects and maintenance and following up various fields of study to amend projects in light of the results.
- 3- Approve drawings and final specifications. Prepare conditions and specifications and documents of implementation and necessary maintenance for contracts concluded with contractors.
- 4- Set up committees to evaluate and study the bids submitted for the implementation of projects.
- 5- Signing contracts of all projects after finalization of official procedures including the consent of the related authority.

6- Handing assignments and follow-up results to the consultants and contractors and to make sure that their commitment to implementation is in accordance with the conditions, specifications and warning them when they have violated the adoption of the details of the contract and approve the abstracts according to the contracts.

7- Approve the appointment of staff and personnel with important positions specified in the contracts.

8- The approval of sub-contractors and specialized contractors who belong to contractors and consultants.

9- Take necessary action to request an extension for implementation in the event of assignment contractors work in new projects of the university if it had been issued at a time where it does not allow performance in the duration of the project contracted or in the event that it was the University of lead to stop working or delayed for reasons beyond the contractor's capabilities and uploaded them to his authority.

10- Formation of committees, receiving primary and final acceptance for projects not exceeding five million Riyals.

11- Take the necessary action to request an increase or decrease in the obligations of contractors within the limits of ratios and allocation systems and for the benefit of work uploaded to his authority.

12- Supervising janitorial activities and maintaining the cleanliness of all university facilities.

13- Propose the needed plans to extend the green areas in the university campus.

14- Following up the development of university nurseries and green areas and work to expand the green areas and trees within the university campus.

15- Work to implement the maintenance plan for staff housing.

16- Direct assignment of work and direct procurement of not more than five hundred thousand SR per purchase order except for cars and furniture.

17- Give permission to use the university's lobby for various activities after coordination with the general directorate of public relations and media.

18- To supervise traffic of the university's vehicles and orders of the colleges and departments, creating inter-coordination, prepare adequate vehicles for picnics, receive and deliver vehicles as necessary and maintain such vehicles and provide whatever is necessary to sustain their good operating conditions.

19- Propose names for the committees receiving primary and final acceptance of the project activities when work is completed

20- Supervision on university housing units.

21- Supervision on the Personnel & College Club facilities.

22- Organizing services provided by the Personnel & College Club.

23- Suggesting best means for to develop services provided by the club

24- Approve to disburse temporary advances for certain purposes with exception of cars and furniture

25- To permit disbursement from the university's warehouses and approve minutes of check, receipt, installation and restore to the warehouses.

26- Approval of overtime not exceeding 30 days.

27- Approve internal delegation not exceeding 10 days and forward a copy the university rector that decision.

28- To grant emergency leaves and regular workers in coordination with other departments in accordance with the rules and regulations and coordinate the scheduling of leave as is compatible with the requirements and workload.

29- Sign service statements and certificates

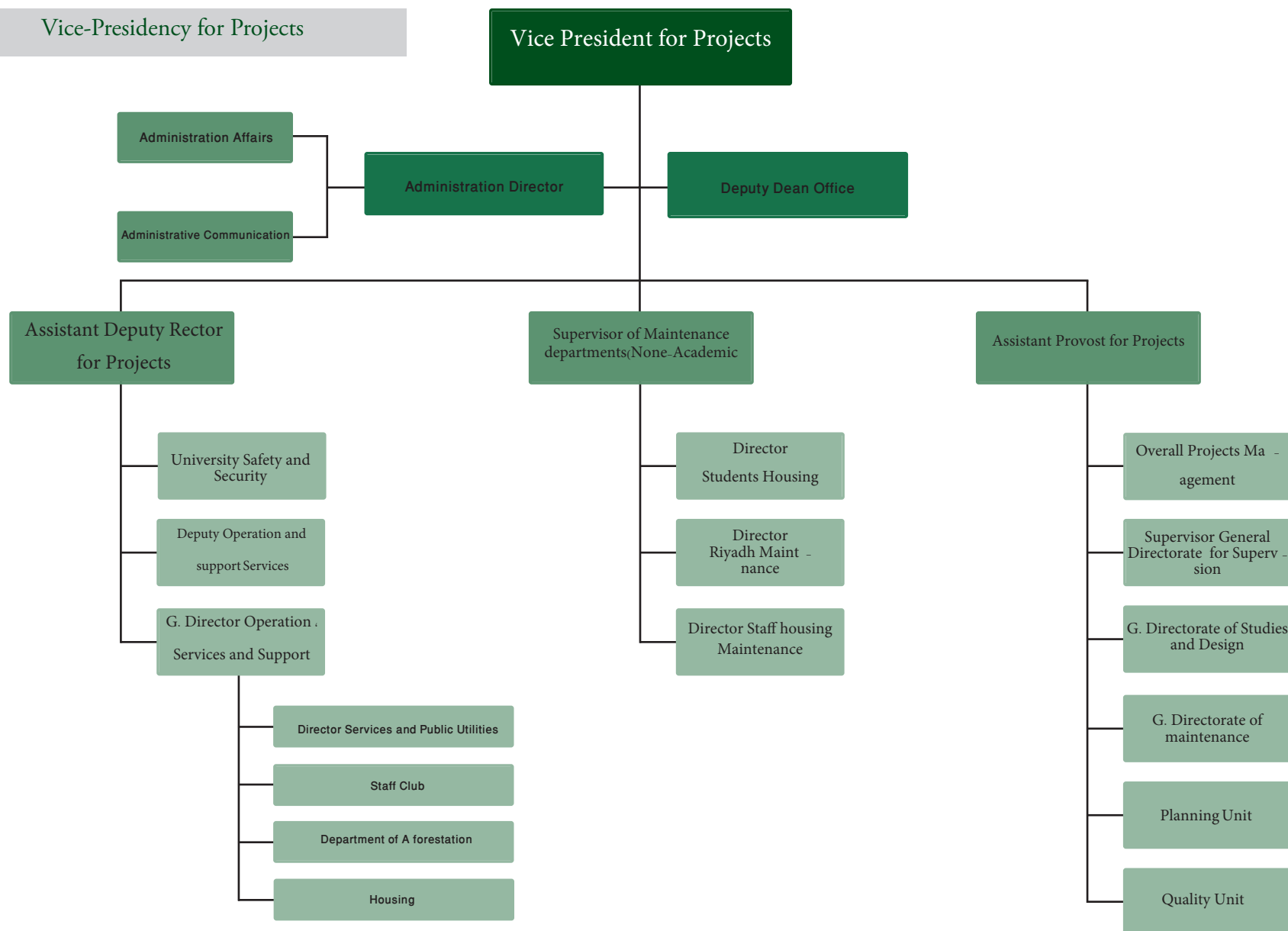
30- Direct contact with ministries and government services and others within his range of authority.

The following units report to the Vice Rector for projects:

- General directorate for projects
- General directorate for maintenance
- General directorate for studies and design
- Implementation and Supervision Department
- Gardening and lawns (Landscaping Department) dept.
- Maintenance Department
- Department of Housing Maintenance for Staff and faculty Members
- Riyadh maintenance department
- The Master plan Unit
- Quality unit



Vice-Presidency for Projects



Assistant Vice Rector For Projects for Operational affairs

Tasks:

- 1- General supervision of all departments associated to him, designing policies for these departments and securing its needs.
- 2- Handing assignments and follow-up results to the consultants and contractors and to make sure that their commitment to implementation is in accordance with the conditions, specifications and warning them when they have violated the adoption of the details of the contract and approve the abstracts according to the contracts.
- 3- The approval of sub-contractors and specialized contractors who belong to contractors and consultants.
- 4- To accept implementation extension in the event of entrusting the contractor with new tasks when issued in a time that does not implementation within the contractual period or in event of the university issuing halt order for reasons that have nothing to do with the contractor.
- 5- Take the necessary action to request an increase or decrease in the obligations of contractors within the limits of ratios and allocation systems and for the benefit of work uploaded to his authority
- 6- Supervise the university projects, buildings including follow up implementation of detailed plans for projects and maintenance and following up various fields of study to amend projects in light of the results.
- 7- Supervising janitorial activities and maintaining the cleanliness of all university facilities.
- 8- Propose the needed plans to extend the green areas in the university campus.
- 9- Following up the development of university nurseries and green areas and work to expand the green areas and trees within the university campus.

10- To oversee safety and security affairs all over the university sites, constructions and properties of the university and individuals using all required means. To do whatever may organize traffic in all university sites, identify the needs of such works of manpower and make every effort to develop them.

11- Formation of committees, receiving primary and final acceptance for projects not exceeding five million Riyals.

12- Supervision on university housing units and Work to implement the maintenance plan for staff housing.

13- Supervision on the Personnel & College Club facilities. Set

14- Organizing services provided by the Personnel & College Club.

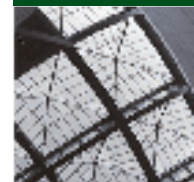
15- Suggesting best means for to develop services provided by the club

16- Approve the appointment of staff and personnel with important positions specified in the contracts.

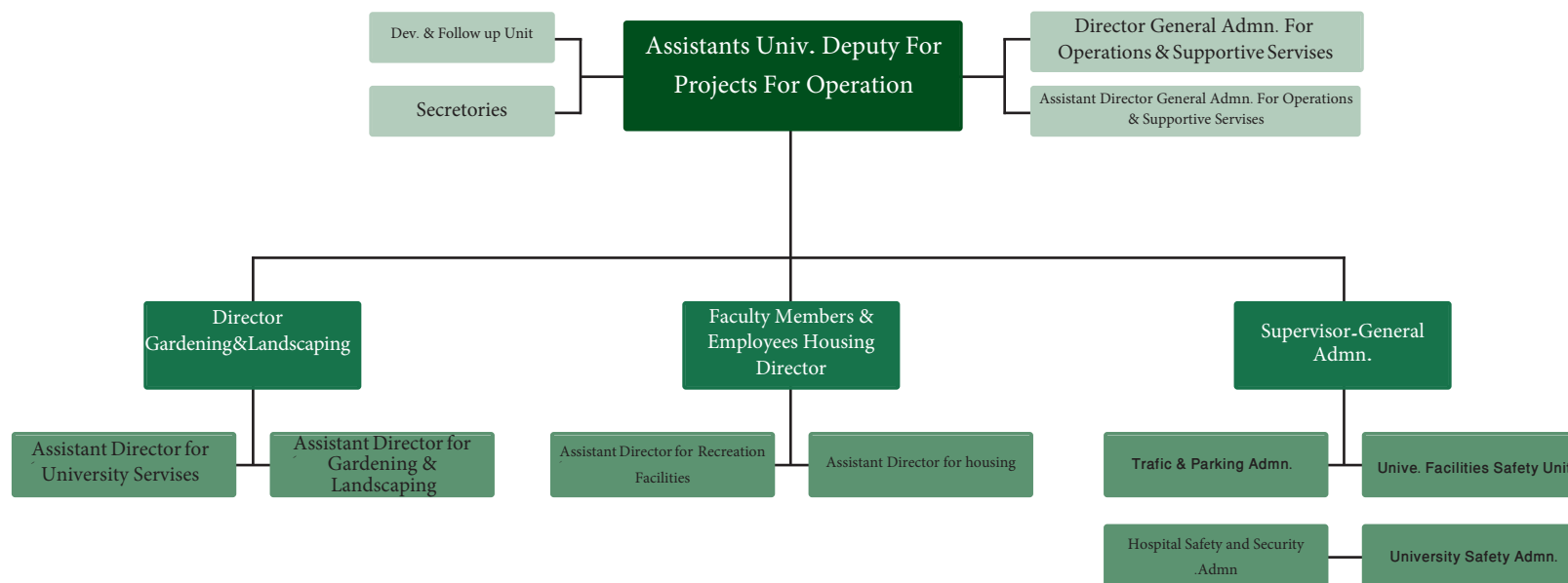
17- To grant emergency and regular leaves to workers in coordination with other departments in accordance with the rules and regulations and coordinate the scheduling of leave as is compatible with the requirements and workload.

18- To issue Work evaluation of the employees associated to the rectorate .

19- Take necessary action to request an extension for implementation in the event of assignment contractors work in new projects of the university if it had been issued at a time where it does not allow performance in the duration of the project contracted or in the event that it was the University of lead to stop working or delayed for reasons beyond the contractor's capabilities and uploaded them to his authority.



Assistants Vice Rector For Projects For Operation Affairs



Deputy for Operational Affairs and Supporting Services

Tasks:

- 1- Supervision on the female administrative team of the rectorate except the safety and security in the girls centers(Olyshaa & Malaz)
- 2- Follow up Admn. Work in girl students sections and report to the rectroate
- 3- Follow up and suggesting needed work and projects to raise efficiency of buildings , open areas and services in the girls centers
- 4- Managing Women's engineering team in charge of raising the level of maintenance centers within the students and suggest appropriate means to do that
- 5- Managing the Women's engineering team responsible for supervising and follow-up the university city project in AlDareya
- 6- Approval to grant normal and emergency holidays for the workers in the Department
- 7- to recommend normal and emergency holidays to the workers in the departments of the Rectrote with the coordination with the directors of departments

- 8- representation of Vice President Rectrote for projects in the females coordinating committees in females centers
- 9- Request for advance payment for administration and supervision of the work of exchange of the advance payment and payment of it to the Department of Finance
- 10- contacting the University in subjects related to them
- 11- Preparing work evaluation of the employees in the departments of the Rectrote
- 12- Preparation of periodic reports on the role of management and business entrusted to them and submit them to the Vice Rectroate for Projects
- 13- the nomination of eligible staff for training programs that would benefit the work
- 14- The signing of certificate that is not experience certificates or letters of thanks



General Administration for Operational Affairs and Supporting Services

Vision:

Create an environment conducive to creative work , development and innovation in all areas within the system of university education

Mission:

To provide excellent residential environment bringing all the ingredients of decent and modernized housing standards, to provide environmental safety and security at the highest standards and provide services to visitors and university employees according to quality criterion.

1-University Safety & Security Dept

Vision:

To be a distinguished management that adopt state of the art electronic systems in its administrative, traffic, safety, and security jobs.

Mission:

Providing security and safety to employees and to the university properties so that employees devote their effort and time to achieve their goals
Objectives

Aims:

- 1-Maintain the safety and security of personnel, buildings and property in the various units of the university.
- 2-Achieving safety and security in all units of the university

Tasks:

- 1- Run all safety and security processes and prevent accidents, address them when they occur and avoid emergent damages.
- 2- Investigate problems and accidents that take place whether referred to

by officials or detected by the safety and security dept.

3-Control the university entrances and exits and other university units and check personnel ID when necessary.

4- Issue university entry permits.

5- Disseminate awareness concerning safety and security.

6- Oversee employees and corporate personnel who visit the university

7- Supervise traffic and organize parking areas and identify traffic violations without compromising other regulations.

8- Prepare guarding shifts during work days, holidays and vacation leaves.

9- Develop personnel capacity through trainings, in conjunction with specialized bodies.

10- Propose a budget that covers activities in conjunction with the university units.

Sections:

- Traffic section
- Security section
- Control section (control rooms)
- Safety section
- Guidance and training section
- Personnel affairs
- Computer

External Units:

Safety and security Unit at King Abdul Aziz University Hospital

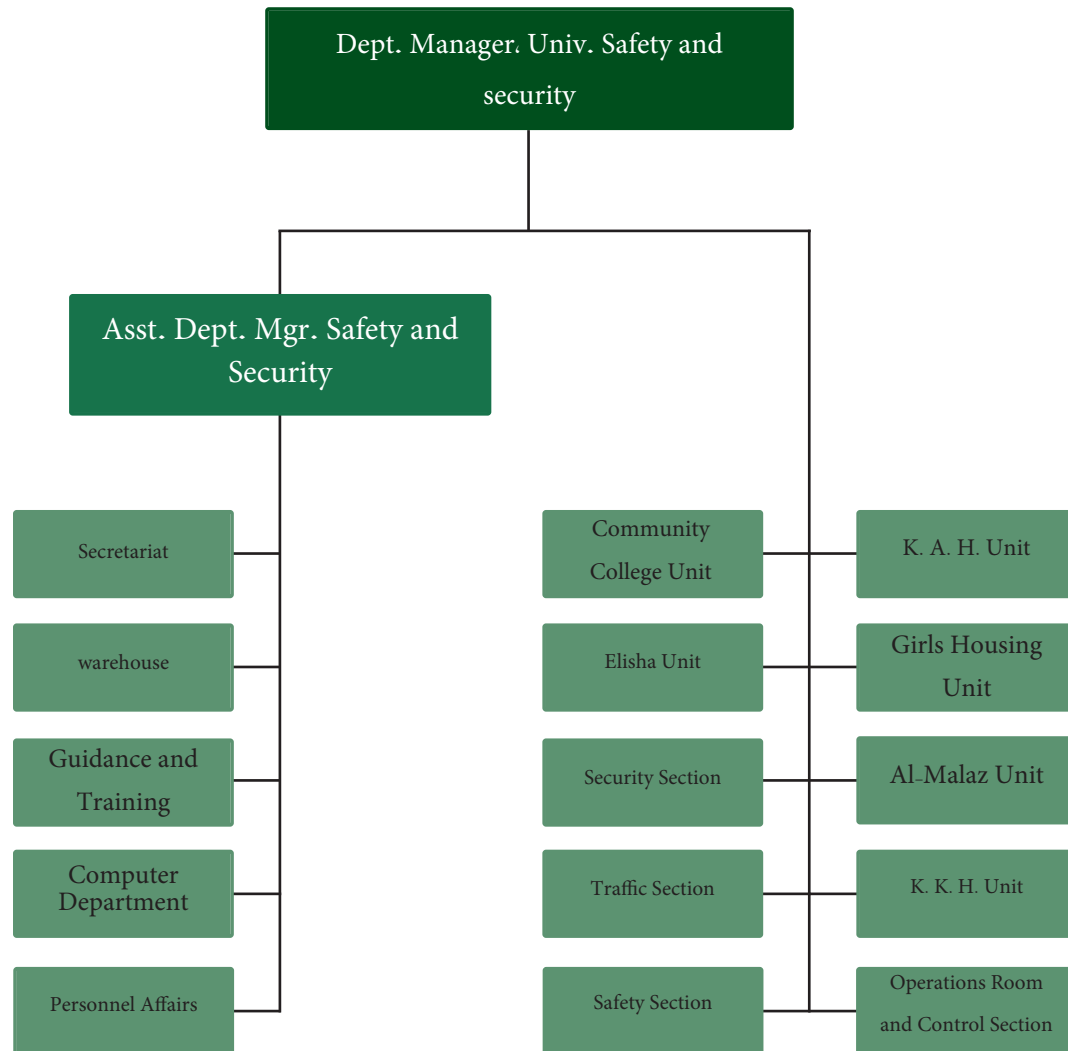
Safety and security Unit at King Khalid University Hospital

Safety and security Unit and Female Centers

Safety and security Unit at the Community College

Safety and security at the Female student housing compound

Safety and security at the External housing



Housing Department

Vision:

Provide what commensurate with the ambitions and aspirations of the university to be a model in its residential city and to grow and provide better services to beneficiaries of the university housing

Mission:

Care and attention to University employees and to create the best possible

for their comfort and stability.

It was established in 1396H. as a separate department responsible for the implementation and set up of policy to provide suitable accommodation to certain university personnel under the authority of the university's Deputy.

Objectives:

The objective is to provide suitable accommodation to the university personnel in a reasonably healthy and a sociable environment that is conducive to difficult but rewarding work.

Tasks:

- 1- Supervise housing units and propose optimal use of them
- 2- Carry out set policies to house college members and employees and prepare maximum possible conditions for their convenience.
- 3- Prepare the housing units properly
- 4- Follow up receipt and delivery of housing units from occupiers and edit minutes accordingly.
- 5- Entering of information related to all residents to the central computer departments to complete the necessary procedures to process lease
- 6- Follow up maintenance and operation services in the houses through the competent bodies whether from inside the university like services

departments or external contractors in accordance with the general rules of maintenance and repair

7- Contact buildings owners rented by the university on purpose to follow up their rental issues, evacuate them and maintain them as per regulating instructions.

8- Issue phone directory to the university district

9- Distribute houses to eligible people in light of University policies

10- Provide the needs of various university bodies of rented buildings via completing regular procedures of rent.

11- Follow up credit and payment of rented items

12- Preserve security sides in the units

13- Prepare rental contracts for different uses

14- Accounting activities of housing in terms of water, phones in houses, whether owned or rented by the university.

15- Submit housing tariff for occupiers.

16- Perform the housing committee secretariat for housing and carry out its decisions.

17- Supervise water supplies to the rented houses

Admin. Organization

Manager of housing department

Assistant Manager of housing department

Administrative affairs division

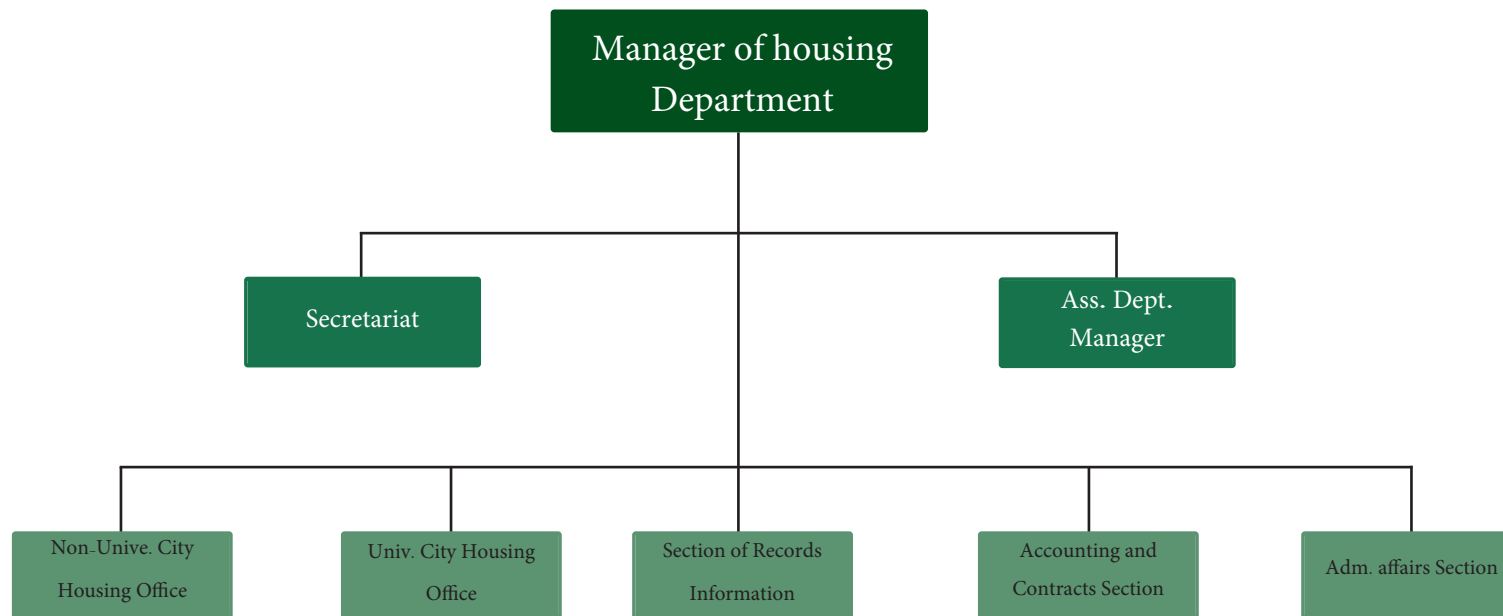
Head of Records and Information

Head of Accounts and Contracts Section

Manager of the University City housing

Manager of external housing

Housing Department Structure



Staff and Employees Club

Vision:

Upgrading of the club and make it a model club of excellence

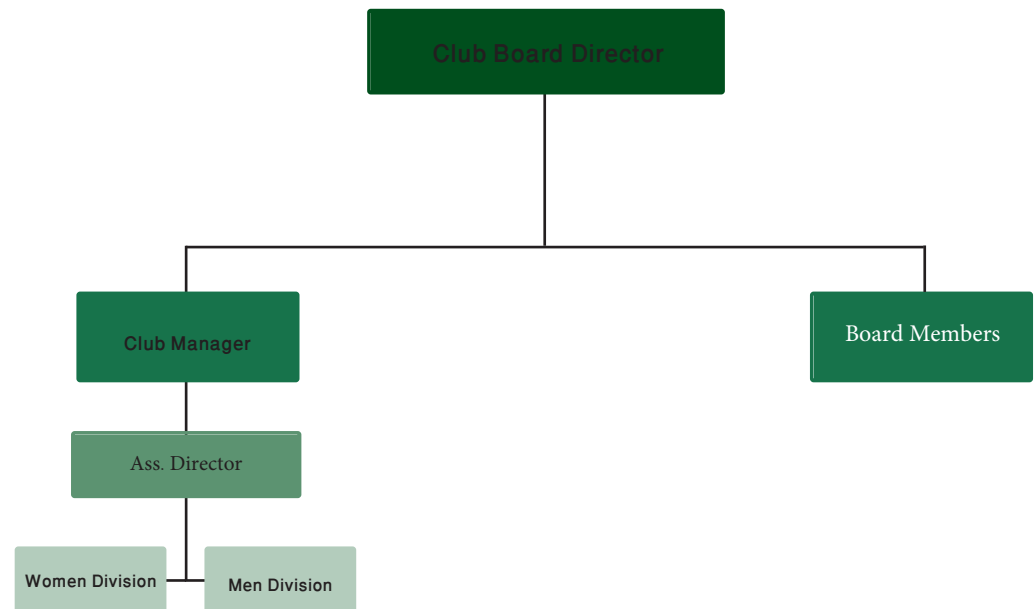
Mission:

Effective planning for the various activities and investment of capacities and capabilities and communicate with the community

Goals:

- 1- Providing opportunities to enjoy various activities
- 2- working to revitalize the sports and social life
- 3- Development of hobbies in different areas

Faculty staff and Personnel Club



General administration of projects

Vision:

To be a pioneering experienced administration in giant projects and university cities management, distinguished by quality and efficiency.

Mission:

Advancing the skills of the administration employees and engineers and attract distinguished personnel to achieve the best of quality, excellence in the management of educational and medical projects

Goals:

- 1-Quality and efficiency in management and construction
- 2- Building efficient body capable to serve the university in managing and establishing projects
- 3-Raise the efficiency of human resources and other resources to the benefit of the current and future projects
- 4-Work to eliminate obstacles that face the implementation of the projects or contribute to lessen its quality

Administration functions:

- 1- Supervise university projects, buildings, follow up implementation of detailed plans of projects and maintenance and assume field evaluation and studies to amend projects in light of the results of the evaluation.
- 2- Work to achieve the fullest possible use of the workforce in management according to the possibilities available.
- 3- Determine the technical workforce needs and suggesting what is needed to recruit the qualified cadres
- 4- Approve drawings and final specifications. Prepare conditions and specifications and documents of implementation and necessary maintenance for contracts concluded with contractors.
- 5- Answering contractors questions regarding bid time and to coordi-

nate with other departments

6- follow up expending plan on projects according to what has been executed

7- Recommend the formation of technical committees to study proposals and recommend formation of preliminary take over and final take over.

8- Take necessary action to request an extension for implementation in the event of assignment contractors work in new projects of the university if it had been issued at a time where it does not allow performance in the duration of the project contracted or in the event that it was the University of lead to stop working or delayed for reasons beyond the contractor's capabilities and uploaded them to his authority.

9- Take the necessary action to request an increase or decrease in the obligations of contractors within the limits of ratios and allocation systems and for the benefit of work uploaded to his authority.

10- express an opinion on requests for consultants and contractors concerning their visas, according to the benefit of working Ittali

11- Preparation of annual budget requirements for new projects

12- A status report on spending on all projects during this period

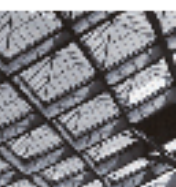
13- the nomination and recommendation of the eligible for courses and training programs to develop their competencies or administrative process for the benefit of the work

14- General supervision of the project management and to advance its work and to provide the needs and performance of their work in the best manner

15- Develop action plans for project management, development and identifying needs of tools and equipment and organize the use and conservation of it

16- Set up committees to evaluate and study the bids submitted for the implementation of projects.

17- Propose names for the committees receiving primary and final acceptance of the project activities when work is completed in coordina-



tion with other departments

18- The approval of sub-contractors and specialized contractors who belong to contractors and consultants.

19- Approve specialist subcontractors and contractors belonging to the contractors and consultants and approve their samples within the specification boundaries in conjunction with the concerned bodies.

20- Propose names for the committees receiving primary and final acceptance of the projects of less than 5 million riyals

21- Signing contracts of all projects after finalization of official procedures including the consent of the related authority.

22- Permit assignment of consultants and contractors' employees of important positions as determined in the contract

23- Propose ideas regarding university requirements of projects

24- Prepare the annual budget especially for projects under construction

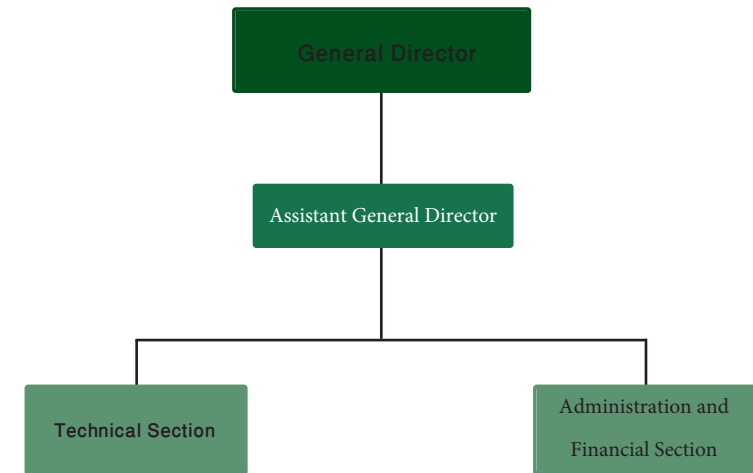
25- To permit disbursement from the warehouses and approve minutes of check, receipt, installation and restore to the warehouses.

26- Evaluation of the performance of the administration employees

27- To grant emergency leaves and regular workers in coordination with other departments in accordance with the rules and regulations and coordinate the scheduling of leave as is compatible with the requirements and workload.

28- Direct contact with ministries and government services and others within his range of authority.

Structural Organization General directorate for Projects



General Directorate of Studies and Design

Vision:

To be a leading think tank characterized by quality, efficiency and practicality, in the management of studies and designs of the university.

Mission:

Develop the skills of staff in the Department of Engineers and others and work to attract leading experts to ensure the highest levels of progress and excellence, creativity and quality in studies and designs of educational facilities and medical services.

Management objectives:

- Quality control and efficiency of projects in the area of studies and design.
- Construction of a body capable of serving the university and the community in design management and supervision.
- Attracting distinguished experts in the field of studies and designs, and take advantage of their presence in the resettlement of specialized knowledge related projects.
- Raise the efficiency of investment in human resources and material resources for the benefit of current and upcoming projects.
- Contribute effectively to overcome the difficulties encountered in the completion of projects or contribute to the reduction quality.

Management tasks:

1- Evaluate all studies and designs of University projects that are developed within the university or through consultants contracted by them. Evaluate the implementation of detailed time plans to complete those activities as conditions and technical specifications and agreed-upon programs. Prepare periodic reports monthly about the level of

performance and alert them when it is not in compliance with those requirements and warnings, and make suggestions necessary to develop or modify the course or scope of work of any of those actions in the light of the outcome of the evaluation.

2- Work to achieve the fullest possible use of the workforce in management according to the possibilities available.

3- Determine the review teams for each project with the development of clear plans to complete the work required of them and identifying the needs of tools and equipment and organize the use and conservation.

4- Inventory management needs and design studies of the labor force and propose the necessary coordination with the Directorate-General for faculty and staff to provide the necessary qualified personnel and the development of competence.

5- Coordination with the Director of Projects in the preparation of assessment reports functionality of the staff involved in the work of studies and design according to the instructions of the Organization to do so.

6- Adoption of the final drawings and specifications for University projects and to propose appropriate time periods for the implementation of the business.

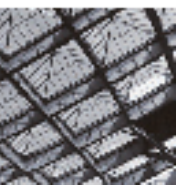
7- Participate in the preparation of lists of consultants who claim to engage in competition studies and design.

8- Set up committees to study and analyze presentations of studies and design.

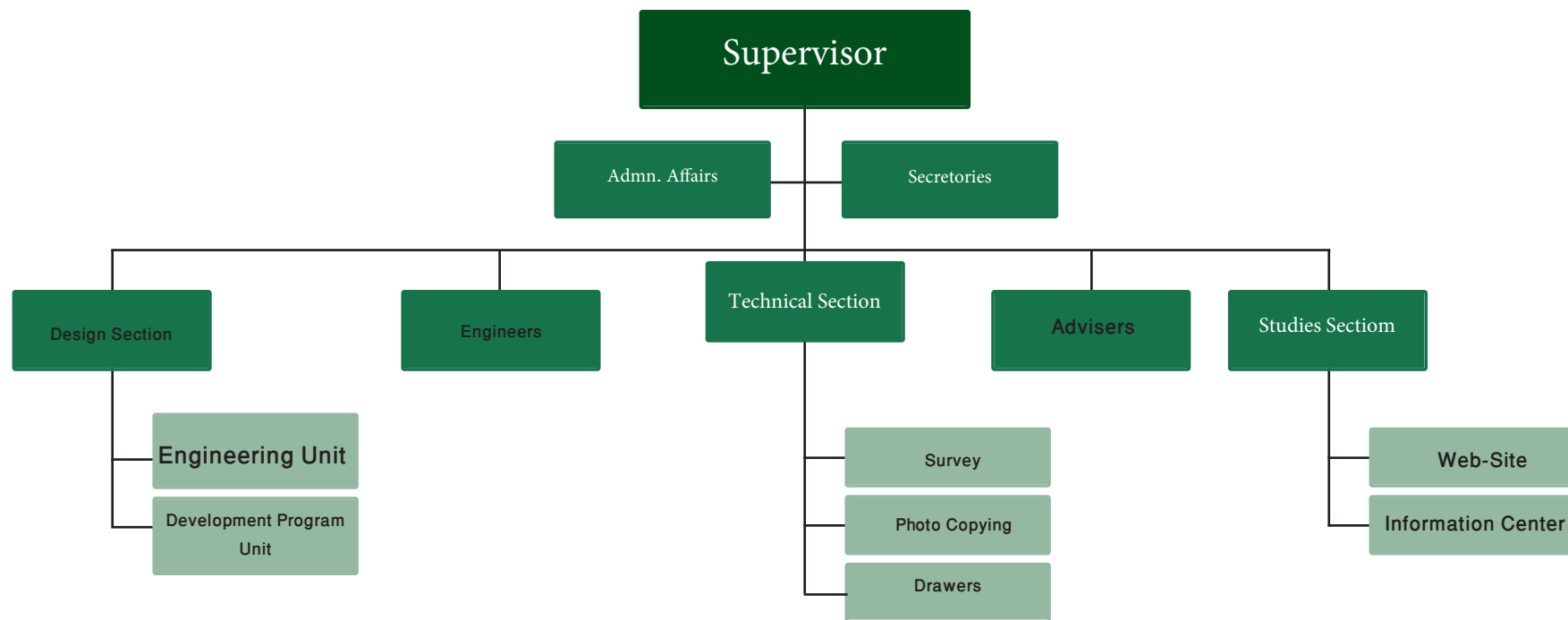
9- Organize delivery of workplace projects to be designed.

10- Propose names for the oversight committees on the studies and design.

11- The preparation of scope of work and conditions and specifications and project documents to be studied or designed.



General Administration of Studies and Design



Implementation and Supervision Department

Management objectives:

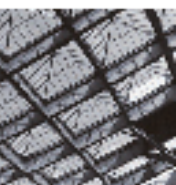
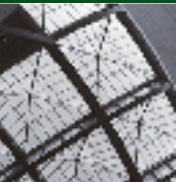
- 1- Quality control and efficiency of projects in the area of supervision and implementation.
- 2- To implement the projects within the contractual period.
- 3- Construction of the self is capable of serving the university and the community in the management and supervision.
- 4- Attracting distinguished experts in the field of supervision and implementation, and take advantage of their presence in the resettlement of specialized knowledge related projects.
- 5- Raise the efficiency of investment in human resources and material resources for the benefit of current and upcoming projects.
- 6- Contribute effectively to overcome the difficulties encountered in the completion of projects or contribute to the reduction quality.

Department Tasks:

- 1- Overseeing the implementation of projects and the university buildings and monitor the implementation of detailed plans for projects and follow up field work for contractors to make sure of their commitment to implementation according to the requirements of their contracts in terms of conditions and technical specifications and contractual schedules and prepare periodic reports monthly on the level of performance and alert them about non-compliance with those requirements and propose warnings, and proposals for amending the projects in the light of the outcome of the follow-up.
- 2- Work to achieve the fullest possible use of the labor force According to the possibilities available.
- 3- Developing action plans for the supervision of the implementation, development and identifying needs of tools and equipment and organize the use and conservation.
- 4- Survey the needs of supervision and implementation of the labor

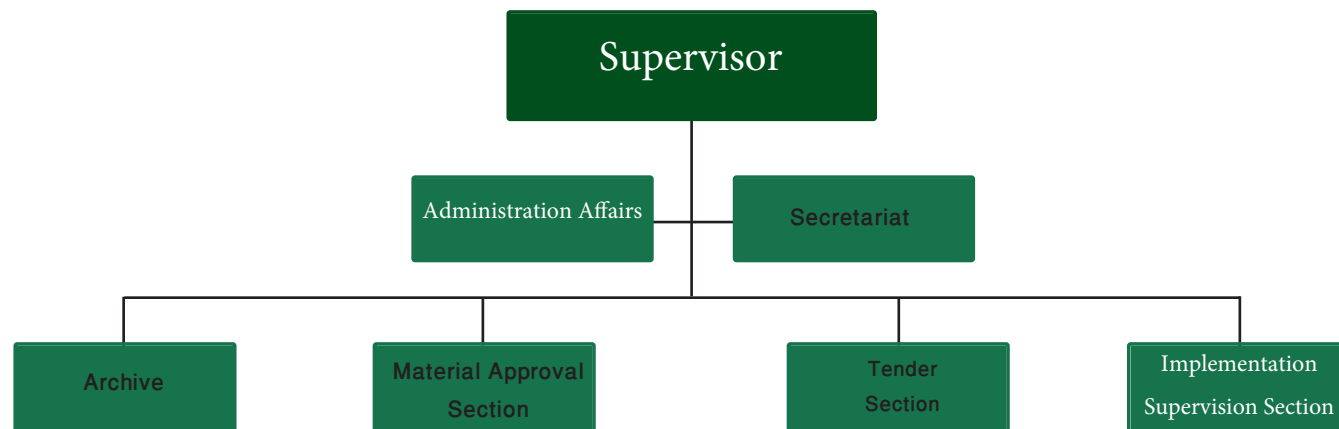
force and propose the necessary coordination with the Directorate-General for faculty and staff to provide the necessary qualified personnel and the development of competence.

- 5- The extradition work sites to the contractors.
- 6- Propose names for the oversight committees on the implementation and coordination with the rest of the other departments.
- 7- The adoption of subcontractors and contractors specialized personnel for contractors to implement the projects the university.
- 8- Adoption of the financial reports of the oversight committees for contractors and consulting offices overseeing the implementation and referred to the General Administration of projects for review and completion of exchange.
- 9- Recommendation to extend the implementation period in the event of contractors assigned projects the university New business if it had been issued at a time does not allow for performance in the rest of the project contract or in the event that an order was issued from the University of performers to stop working or delayed for reasons beyond the contractor.
- 10- Recommend an increase or decrease in the obligations of contractors within the limits of ratios and allocations system and in the interest of work.
- 11- Approve the appointment of contractor personnel.
- 12- Adoption of business and samples of materials and work to contractors and the implementation of University projects within the approved specifications of the contracts.
- 13- Provide advice and technical support for the needs of the University projects in accordance with the requirements of the expansion and development of university facilities and suggest concerns regarding them.
- 14- Preparation of annual budget requirements and in particular the proposal appropriations projects under implementation at the university.



15- Submit a quarterly report on the work of supervision and implementation of what has been accomplished and the reasons for failure or delay in delivery - if any - and to propose alternatives.

Implementation and Supervision Department



Maintenance Department:

Vision:

The General Department for the maintenance implements the work entrusted to it by good planning for operation and maintenance services following scientific methods for preventive maintenance of the University buildings and facilities ; to maintain records and accurate statistical data, on the maintenance that has been made to equipment, systems and facilities that gives future vision for maintenance work and lead to lowering maintenance costs. The management has future vision for the development of the maintenance in the university and to obtain the best of efficiency from the systems and facilities and services, this could be achieved after the implementation of the following requirements:

- 1 - Provide a minimum of administration personnel responsible for operation and maintenance
- 2-completion of the implementation of the rehabilitation of the Central Services Complex and equipment
- 3 - Completion of the third phase of geographic information systems to link GIS with the maintenance system

Mission:

Maintain the infrastructure of the university in proper safe condition and prolong the life of the university facilities to the highest production capacity and better service. Public safety especially for those working in the field of operations , as well as beneficiaries of the project, knowledge of the nature of the work of , systems and facilities and how to operate and cost savings manner that leads to reduction of capital spent on facilities and systems.

Objectives:

- 1- Maintaining a safe infrastructure of the university.
- 2- Extend the life of installations and facilities.
- 3- Get the highest production capacity and better service permitted by the facilities and systems.
- 4- To provide a constant state of readiness of the facilities and installations
- 5- Public safety especially for workers in the field of operation as well as beneficiaries of the project.
- 6- Familiarity with and knowledge of the nature of the facilities and systems.
- 7- Saving and reducing costs and capital spent on facilities and systems

Tasks:

- 1- Study the requirements of operation and maintenance projects
- 2- Preparation of General Terms and Conditions for the operation and maintenance contracts.
- 3- Contracting with companies and institutions specializing in the field of operation and maintenance.
- 4- Self-regulation by the Department for the implementation of those contracts.
- 1- Supervise the work of the maintenance and operation contractors in all the university buildings in Dareyaa except the housing, buildings, follow up implementation of detailed plans of projects and maintenance, prepare monthly reports and undertake field follow up and studies to amend projects in light of the follow up outcomes.
- 2- follow up all maintenance programs, prepared either in the university or through contractors and consultants, for facilities in the university
- 3- Work to achieve the fullest possible use of the labor force According to the possibilities available.
- 4- Follow up the plans for maintenance, develop it and define its needs from tools, equipments and organize its uses



- 5- Identify the maintenance needs of the workforce and to propose the necessary plans in coordination with the Deanship of faculty staff and employees affairs; to find the necessary qualified personnel
- 6-Utilizing all data from data base to follow up deficiencies implementation of maintenance operations
- 7- Recommend approval of the studies and specifications provided by the contractors for the maintenance and operation of facilities program
- 8- Recommends contractors list who are qualified to enter the bids of the maintenance projects
- 9- Organize delivery of sites to the consultants and contractors
- 10- To form technical committees to study proposals, preliminary and final takeover committees
- 11- Propose names for the oversight committees on assessing the offers provided to the maintenance department
- 12- To prepare terms, conditions, specifications and necessary maintenance and operation documents for contracts convened with the contractors.
- 13- Recommend the approval of subcontractors and competent contractors belonging to consultants, and approve samples within certain specifications in conjunction with competent bodies.
- 14-Recommend approval for appointment of maintenance contractor's employees
- 15- Approval for appointment of maintenance contractor's technicians and engineers
- 16- Approve the contractor's execution certificates
- 17- Approve samples of materials and the work of contractors in accordance to the specifications of the contract
- 18- Direct assignment of works and direct procurement of not more than fifty thousand SR per purchase order.
- 19- Signing of memoranda of receipt
- 20- Permit disbursement from the administration warehouses
- 21- Follow up delivering materials and spare parts ; observe their dis-

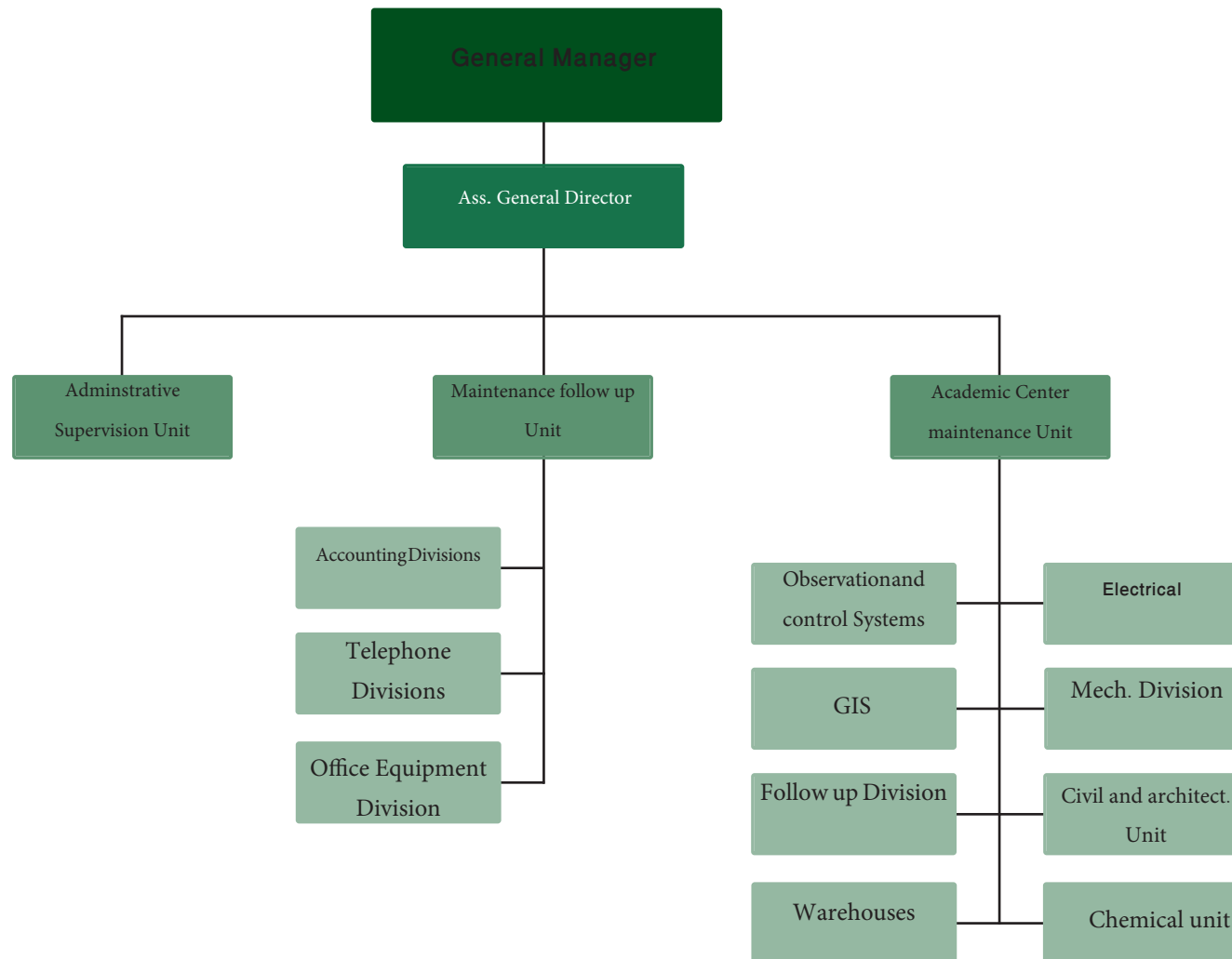
bursement and delivery to warehouse.

- 22- Organize delivery of telephones and provide telephone services according to rules and regulations
- 23- Provide advice on contractors request for visas
- 24-Provide advice and technical support for the needs of the University facilities and maintenance in accordance with the requirements of the expansion and development of university facilities and suggest priorities
- 25-Prepare budget needs for maintenance projects in the university
- 26-Reporting on dates of commencing or leaving the work for all employees of departments associated to him
- 27- To grant emergency leaves and regular workers in coordination with other departments in accordance with the rules and regulations and coordinate the scheduling of leave as is compatible with the requirements and workload
- 28-Schedule the regular vacation of the associated departments staff in accordance with the work needs and to recommend cancellation if there is a need for that
- 29- Recommend training programs for the eligible personnel. to raise their efficiency for the benefit of the work
- 30- Sign Id identifications certificates other than service and letter of thanks certificates
- 31-Evaluation of the performance of the administration employees
- 32-Direct contact with ministries and government services and others within his range of authority

The department compromises three units:

- 1-Main campus maintenance unit
- 2-General maintenance and contract follow-up unit
- 3-Administrative unit

Maintenance Department



Non-Academic Maintenance Supervisor

Vision:

Ensure the achievement of academic progress comfortably

Mission:

The development of programs and plans for achieving the vision of the management, to strengthen the technical personnel to provide maintenance properly, to ensure the quality of materials used in maintenance and to extend the service to achieve a good user satisfaction

Tasks:

- 1- Help the Vice Rector for projects in supervising the non-academic maintenance management and directing the its and services activities towards efficiency
- 2- Approve drawings and final specifications. Prepare conditions and specifications and documents of implementation and necessary maintenance for contracts concluded with contractors.
- 3- Approve to disburse temporary advances for certain purposes in not more than five hundred thousand SR.
- 4- To grant emergency and regular leaves and approve to cancel such leaves as is compatible with the requirements and workload.
- 5- Sign ID certificates that are not service statements or letter of termination and thanks
- 6- Revising contract arranged by departments associated with him to make sure that it achieve the goals of the university
- 7- Revising contract abstracts of the departments associated to him and transfer to the vice rector for final approval
- 8- Direct contact with ministries and government services and others within his range of authority.
- 9- Prepare evaluation of the performance of employees belonging to him in accordance with rules and regulation

10- Approval of appointment of the contractors employees

11- Recommend the formation of technical committees to study proposals and recommend formation of preliminary take over and final take over.

12- Recommend implementation extension period for the departments associated to him and refer to the responsible body according to rules and regulations

13- Provide ideas and technical advice regarding the needs and priorities of the University of projects in areas of maintenance of the University facilities

14- Identify the maintenance needs of the workforce and to propose the necessary plans in coordination with the Deanship of faculty staff and employees affairs; to find the necessary qualified personnel

15- Supervise the work of maintenance and operations contractors, follow up implementation of detailed plans of projects and maintenance and undertake field follow up and studies to amend projects in light of the follow up outcomes

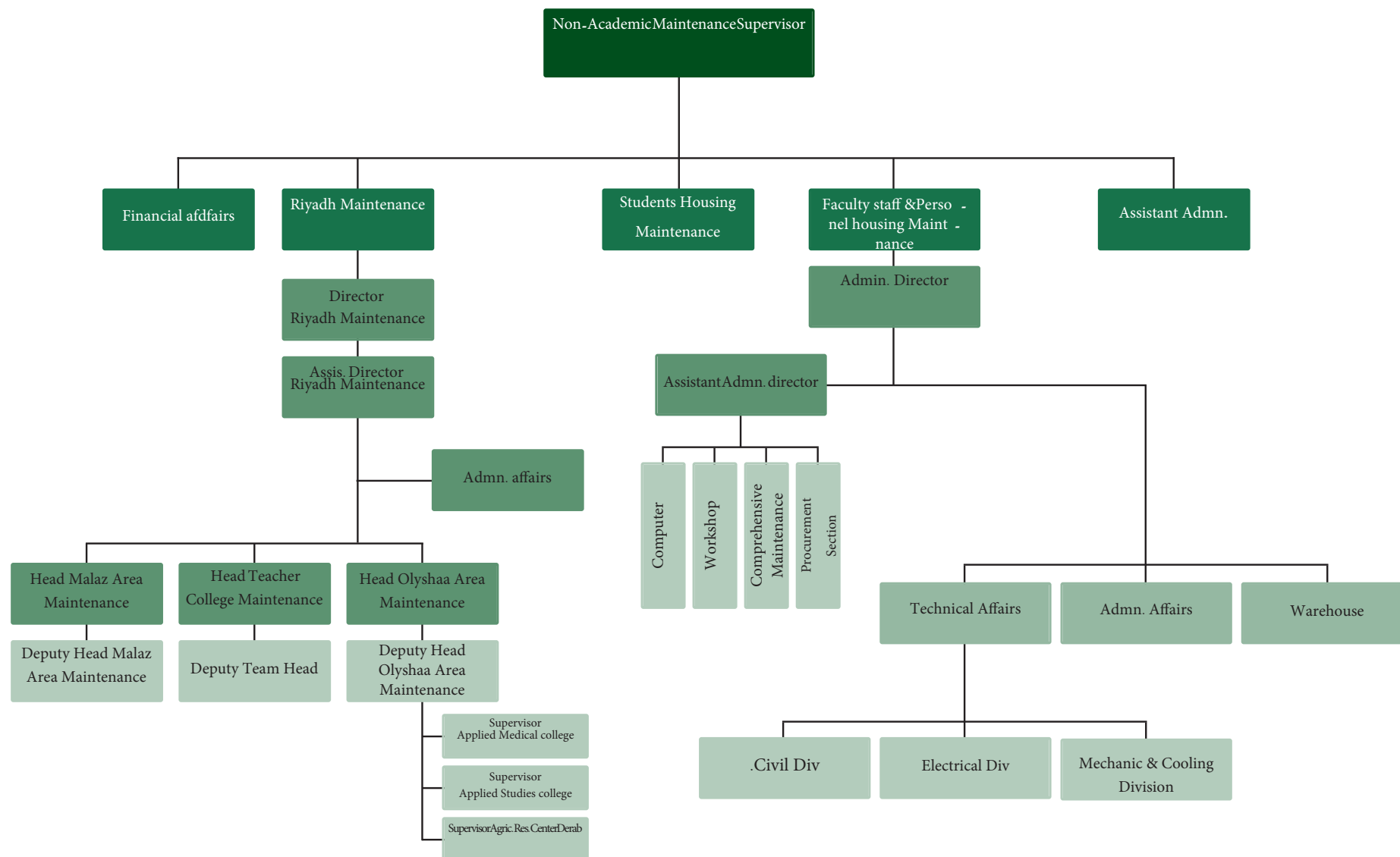
16- Recommend approval of the studies and specifications provided by the contractors for the maintenance and operation of facilities program for the departments associated to him

17- Suggest list of contractors who are allowed to enter the bids submitted for the implementation of projects for departments associated to him

18- Organize delivery of sites to the consultants and contractors working for departments associated to him
19- Approve drawings and final specifications for operation and maintenance projects for departments associated to him
20- Recommend the approval of subcontractors and competent contractors belonging to consultants, and approve samples within certain specifications in conjunction with competent bodies.
21- Approve execution certificate to the contractors in the departments associated to him
22- Approve samples of materials and the work of contractors in accordance to the specifications of the contract
23- Signing of memoranda of receipt of a departments associated to him

24- To permit disbursement from the warehouses of the departments associated to him
25- Follow up delivering materials and spare parts ; observe their disbursement and delivery to warehouse.
26- Reporting on dates of commencing or leaving the work for all employees of departments associated to him
27- Schedule the regular vacation of the associated departments staff in accordance with the work needs and to recommend cancellation if there is a need for that
28- Recommend training programs for the eligible personnel. to raise their efficiency for the benefit of the work





Department of Maintenance for Housing of Staff and Faculty Members

Vision:

Ensure the achievement of academic progress comfortably

Mission:

The development of programs and plans for achieving the vision of the management, to strengthen the technical personnel to provide maintenance properly, to ensure the quality of materials used in maintenance and to extend the service to achieve a good user satisfaction

Management Objectives:

- 1- Maintaining the facilities of university buildings ,services and facilities within the housing complex.
- 2- Work on the service and comfort of employees of the university faculty and staff to perform its role in serving the university.

Management Tasks :

- 1- To supervise the operation and maintenance of all systems and facilities including:

Stations ,transformers and networks ,high/low-pressure.

Drinking water systems ,drainage and irrigation and fire fighting.

Buildings and facilities) including 461 villas and 45 residential buildings containing 672 apartment units and 3 schools and kindergartens and the University Staff Club ,faculty ,staff and the Jama Masjid mosque and 2 small squares and playgrounds and games and a garden containing green spaces and places for walking and jogging housing(.

Air conditioning and cooling systems ,buildings and facilities.

2- Evaluation and study of the technical status of systems and facilities mentioned and updated as required to ensure the best performance.

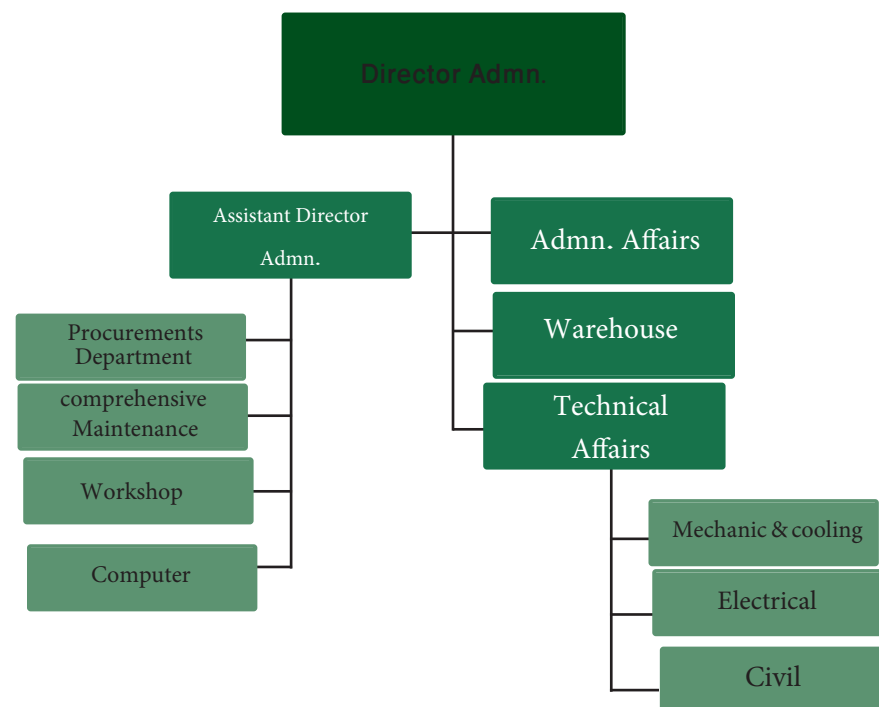
3- Examine what is required of compound for development projects and the number of new specifications and overseeing its implementation.

Department Sections:

- Civil section
- Electrical diction
- Cooling and Mechanical section
- Warehouse section
- Failure and malfunction reporting section
- Follow- up section
- Distribution of housing units section



Organizational chart
Staff & Personnel Housing Maintenance



The Department of Public Services and Utilities

Vision:

- 1 - Support cleaning service contracts, increase allocations for contracts
- 2 - Support the management cadres with human resources for efficient supervision and follow-up
- 3 - Support the management with computers and technical facilities and conversion to electronic work instead of paper work
- 4 - Establishment of branches of the Department in the various units of the university and providing human resources cadres
- 5 - Using the latest hygiene equipment

Tasks:

- 1- Establish the conditions and technical specifications for the work of cleaning services, pest control, at all university facilities, both within and outside the university city as well as gardening in units of the university within the city of Riyadh and oversee the implementation of business and study the bids before being put to tender.
- 2- Work to display the university's facilities in the proper manner of its status and a program of work to do so. As well as the programs necessary to maintain the University's facilities in accordance with the competent departments of the university such as **administration, maintenance and project management** of safety and security of university and the Department of Transportation.
- 3- Insurance workers stretcher for moving furniture to the university colleges and management of different.
- 4- Control methods on campus in terms of completion of cleaning, and free of waste and residue
- 5- Work to remove any natural factors the city's university and other university facilities may encounter such as floods, rain and sand storms and the like, in coordination with related departments.
- 6- Supervision of the cleanliness of mosques in the city's university.

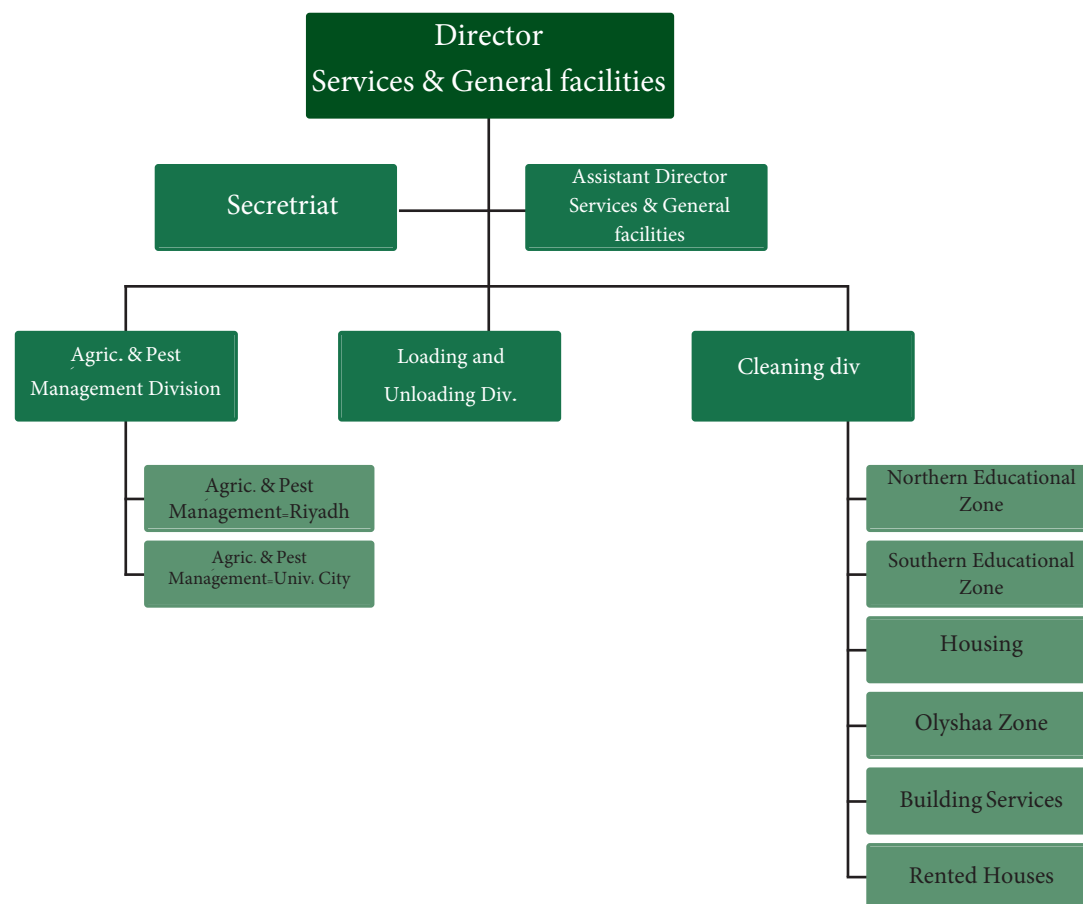
- 7- Participate in the committees of receipt to business locations that are delivered the university facilities, to make sure contractors do not leave any residues or waste after the termination of their work.
- 8- Coordination with the secretariat of the city of Riyadh, north of Riyadh municipality with respect to matters deemed to be affiliated with the field of hygiene.
- 9- Processing and preparing events, seminars, graduation ceremonies and the development of signs for these events.
- 10- Oversee the work of cleaning and pest control ,as well as the development of standards for the implementation of these actions and follow-up implementation ,and that all facilities ,both within the university campus ,or units of the university within the city of Riyadh.
- 11- Supervision of the contractors cleaning services and control the city's university and university units within the city of Riyadh.
- 12- Preparing abstracts monthly cleaning services operators ,control and gardening in units of the University within the city of Riyadh.

Management objectives:

- Show the proper manner of the university and the lack of comments or complaints on the level of cleanliness and general appearance of the University and to highlight the university as a teacher of the features of the city of Riyadh.
- Satisfy the desire of University employees and their participation to create the right atmosphere for students to show classrooms and hallways colleges good appearance and processing rooms for lectures on the length of the school day.
- The elimination of insects and rodents that appear in the university or university facilities within the city of Riyadh and control continuously until the city should be free of them university.
- The participation of different sectors of the university and help to show the proper manner by the university during the celebrations and events held at the university



Organization Structure
Services & General facilities



Riyadh Housing

Vision:

Ensure the achievement of academic progress comfortably

Mission:

Development of programs and plans for achieving the quality of materials used in maintenance and work to provide the service to achieve a good user satisfaction

Management objectives

- 1- Preservation of the property of the university and preventive maintenance.
- 2- Maintain the continued operation of services (adaptation, electricity, water) to provide a suitable environment for study.
- 3- Study and implementation of the requests submitted by the centers.

Management tasks

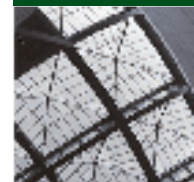
- 1- Supervision and follow-up contracts, operators and maintenance of buildings on campus within the city of Riyadh.
- 2- Preparation of the terms and conditions of the work and operation and maintenance centers and colleges outside the city of Riyadh.
- 3- Preparation needs of the facilities of the parts and materials compensatory
- 4- Propose appropriate technical solutions and the preparation of specifications and standards and analyze the performance and recommend and oversee the implementation of the work of alterations and renovations and additions requested by the department centers.
- 5- Participate in the activities of the committees of primary and final receipt of the work of repairs and modifications and inventory quantities and the preparation of CAS 0
- 6- Coordination with the Department of projects (i.e. Project Affairs) on the proposed projects for building centers for Graduate Studies and

the receipt of buildings that are being implemented, operated and maintained at the management orientation.

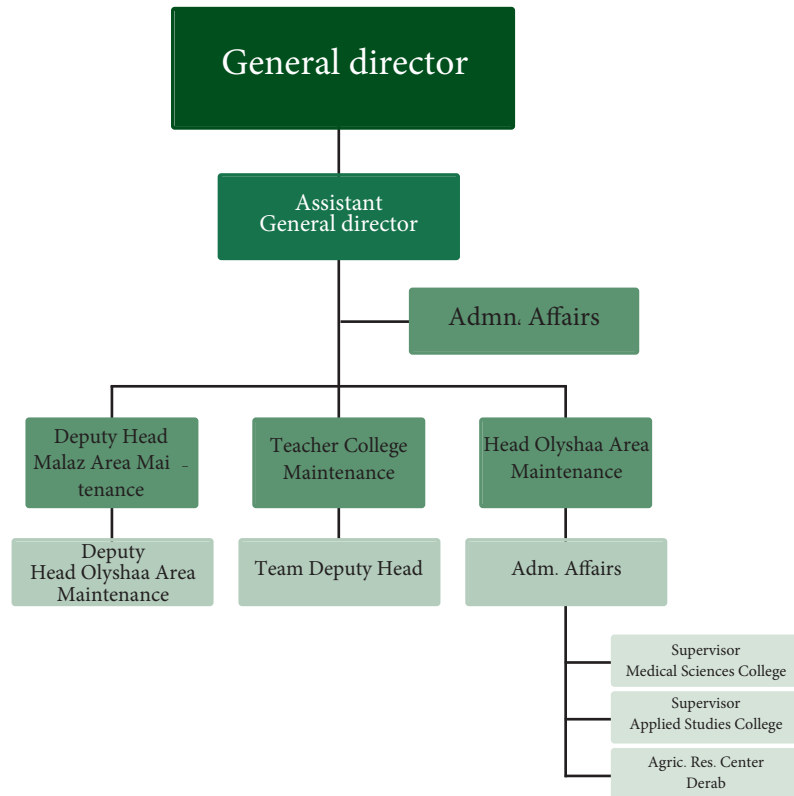
- 7- Preparation of minutes of installation and the claims for items of business countervailing 0
- 8- Preparation of maintenance programs and operating executive.
- 9- Preparation of annual reports on the work of management tasks.
- 10- Recommendation of the needs of the Department of Manpower and equipment.
- 11- Preparation of specifications to the requirements of the centers that require security through the Department of Procurement.
- 12- All models work experiences for students of Graduate Studies.
- 13- Coordination with other universities for the alterations and repairs and evictions.
- 14- Evaluate the requirements and needs of the external areas

The Department's activities regarding the following locations:

- 1- University Center for the sections of science and medical studies Malaz
- 2- Central Library buildings and the dome
- 3- Building of the Faculty of Medicine and Pharmacy for women Malaz
- 4- Student housing complex
- 5- The buildings of University Studies for women alisha.
- 6- Building of the Faculty of Applied Medical Sciences.
- 7- Building Faculty of Applied Studies and Community Service Nasiriya
- 8- Riyadh Community College
- 9- Foreign university buildings
- 10- Building Maintenance Manager Riyadh, workshops and warehouses
- 11- Teachers College in Riyadh.



Riyadh Maintenance

*Landscaping and Gardening****Vision:***

cover the needs of the university city from Plant and in accordance with best international standards

Mission:

Growing of plants to achieve environmental balance within the university campus to provide shade and ornamental aspects by using modern agricultural techniques

Role of the Dept.

This department is responsible for the following activities:

- 1- Form administrative and executive body of engineers and agricultural technicians to assume preparation of drawings and forestry projects and implementation of required agricultural processes inside the University City.
- 2- Make studies and necessary designs to the intended areas for planting and develop necessary practical stops to do so.
- 3- Select suitable plants to the environment conditions, proliferation, and production in nurseries belonging to the forestry department to suit the needs of the locations and gardens and forestry projects inside the University City.
- 4- Produce internal plants and various flowers, care for them to be used in the required harmonization processes inside the university constructions and on some occasions.

5- Supervise and evaluate service, maintenance and planting plants in the University City and provide them with adequate irrigation, fertilizers, clipping, cutting, forming and cutting of green surfaces.

6- Create and carry out irrigation networks

7- Take part in the university service and community service and preserve the environment and participate in conjunction with the college of agriculture during the activities of planting week at the university.

Maintenance by Forestry Dept.

1- Develop and program water needs and irrigation water to all kinds of plants.

2- Develop and implement necessary fertilizer programs

3- Agricultural care with palm trees in the university

4- Evaluate clipping activities and form trees for beautification purposes.

5- Consistent cutting of green surfaces

6- Evaluate the growth of plants

7- Check planted plants and conduct pest controls

8- Conduct grassing and removal of grass among plants and perform pest control with pesticides.

Department Supervisor Functions

1- Evaluate development and harmonize the university nursery, green surfaces, plants and trees, preserve them and increase their expansion.

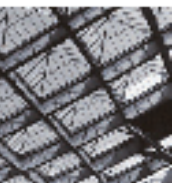
2- Follow up and carry out contracts to assume management and supervision

3- Propose plans to develop and increase forestry

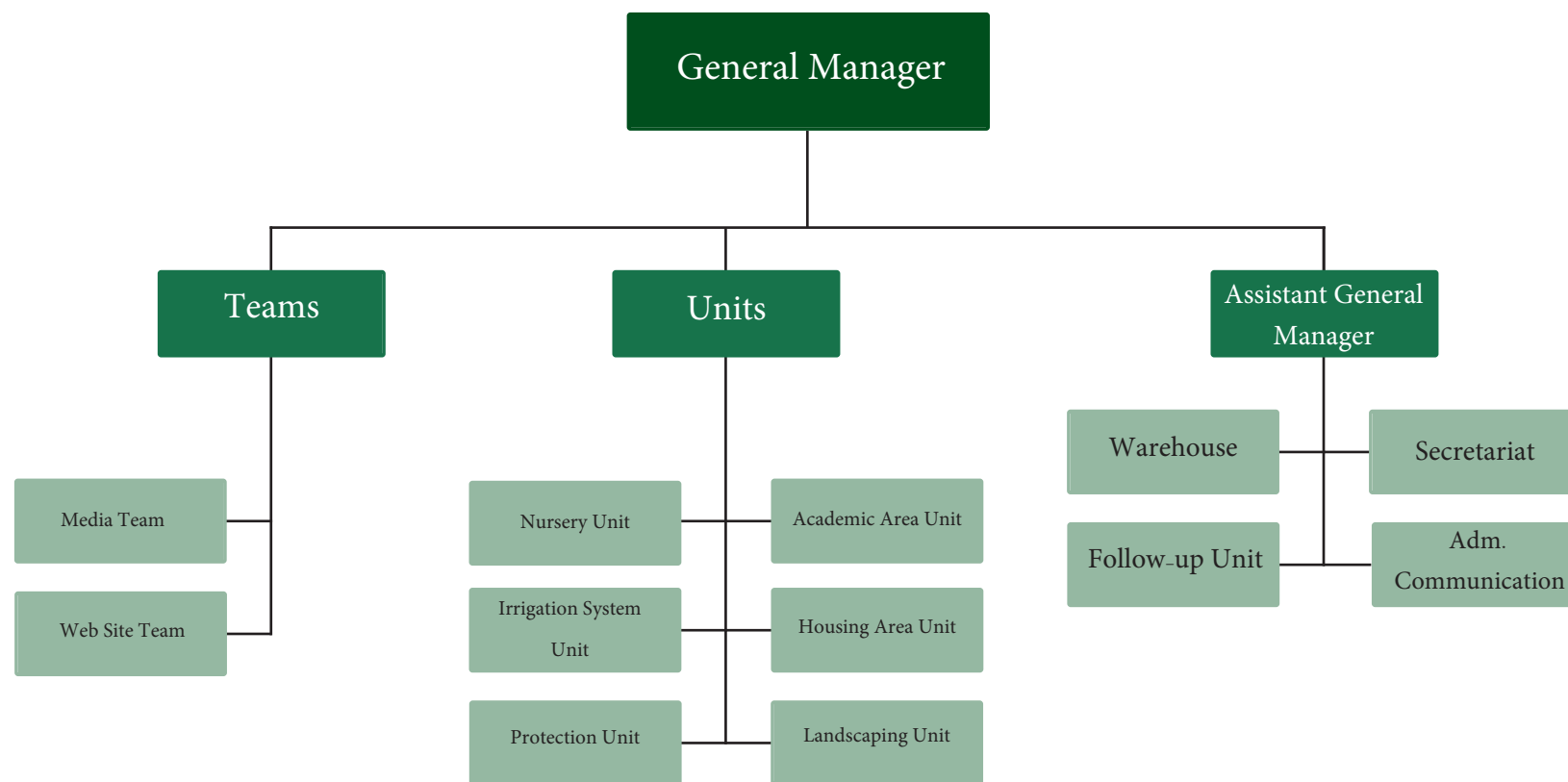
4- Develop efficiency of the dept. manpower

5- Prepare annual reports on achievements and the difficulties encountered and actions taken to address such matters.

6- Approve ordinary, emergency and exceptional leaves of not more than 30 days.



Landscaping and Lawns Administration



Quality Unit

Tasks:

- 1 - Participation in the formulation of plans and strategic policies for the Rectrote to improve the management and development of methods and mechanisms of engineering work in accordance with the total Quality
- 2 – Adoption of culture of quality in the Rectrote at the departmental level through all means possible “studies, publications, lectures, seminars, conferences and training “
- 3 – Issuing of standards, systems, policies and regulations to confirm the quality control of project management processes and financial and administrative procedures and to implement the quality system according to international standards
- 4 - Preparing programs to the Rectrote and its projects in the field of quality and application of mechanisms of total quality for such projects and follow-up implementation
- 5 – Applying directions and aspirations of the University Rector to achieve global leadership in the application of international standards in the design and supervision of the university projects
- 6 - Continuous assessment of the engineering and management processes and performance evaluation of human resources
- 7 - Preparation of Quality Manual and comprehensive quality system procedures
- 8 - Supervise the preparation and update the manual “ Rectrote Procedures”
- 9 - Development of specifications and quality standards for all engineering services and follow-up to update it
- 10- Development of administrative and technical and practical skills of engineers, technicians and administrators to apply the techniques of Total Quality
- 11 - Contribute to setting objectives and strategic planning for the implementation of the vision of the Rectrote
- 12 - Planning the implementation of programs, field survey and statisti-

cal measurement of quality and performance

13 - Evaluation of quality control system on an ongoing basis to ensure quality and in accordance with the criteria established

14 - Preparing the annual periodic reports

15 - Design of training programs for engineers

16 - continuous coordination with various departments of the Rectrote and the exchange of information

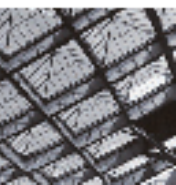
17- Approve giving the ordinary, forcible and exceptional vacations for the staff of the units affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.

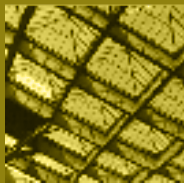
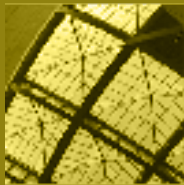
18- Recommends nomination for the qualified personnel to training courses and programs

19-Informing about the commencing and work leaving of the center's personnel.

20- To issue Work evaluation of the employees associated to the unit

21-. The signing of certificates and IDs to all employees of the college or institute except certificate of expertise or letters of thanks





Vice Rector for Development and Quality

Vice Rector for Development and Quality

Vision:

Achieve International leadership for King Saud University through:

- Effective strategic planning.
- Promotion of skills of the university staff and employees.
- Raising administrative and academic quality standard.

Mission:

Set the university strategic plan

- Trace and follow up the application of the university strategic plan.
- Raising the quality level in administrative and academic processes through:
- Propagation of a quality culture.
- Promotion of skills of the university staff.
- Achieving national and international academic and professional accreditation.

The Vice Rector for Development and Quality assists the Rector in all matters related to University achievements and objectives through conducting studies and evaluation schemes and suggesting development plans in all aspects. As well as a follow up of academic and administrative performance. In this regard he (or whomever he delegates) is entrusted with the following responsibilities:

1. General supervision on the work of the deanships and departments connected to him and suggesting what is needed to accomplish their work and securing these needs to enable them to accomplish their duties in the best possible manner
2. Decide on appropriate means necessary to keep the University's administration periodically informed about education, scientific research, community services, objectives and means.

3. Develop standard metrics to be used in the measurement and control as well selecting directives to help identify loopholes and pitfalls in the strategies, means and auxiliaries.

4. Prepare special reports to the top administration on the quality of University performance in view of approved standards and Comparative Studies to local and international centers for Universities.

5. Collaborate with top administrations in the University strategic plans in a clear and written form, distinctly specifying the role of each authority and following up its execution and proper update. Extraction of Five year plans in the light of this as well as preparing these plans and following up their execution.

6. Working in collaboration with the University's Vice President for Development and Promotion of Administrative Performance and take necessary action for its achievements. This entails the following:
Fulfilling the University Hierarchical Structure within all of its units.

B- Ensure that there is a written job description for all jobs and a written directory for work procedures.

C- Ensure there are detailed plans for improving and promoting the quality of Staff performance.

D- Raising the rate of use of technical equipment and Simplify work procedures through the development of innovative work patterns.

Working in collaboration with the Vice President for Graduate Studies and Scientific Research in what is necessary to achieve the goals of the university to achieve the objectives in all aspects related to graduate studies and research and providing all possible facilities with what is necessary to move towards the achievement of this goal.

8. Working in collaboration with the Vice President for Educational and Academic Affairs in what is necessary for the development of curricular and educational means helping academic staff to best achieve their objective.

9.Regarding Follow up:

He or whomever he delegates is entrusted with the following:

A- Follow up of the performance of academic and research units, in both quality and quantity and measure their performance in view of preset standards.

B- Collaborate with relevant authorities, inside and outside the University, to know the standard and quality of KSU graduates and the relevance of what they have studied to what they are doing at work.

C- Collaborate with the deans to avail to academic staff and students all teaching methods and means and execution of the rules and regulations.

D- Follow up of the performance of the administrative units and their auxiliaries and working with those responsible in these units for the eradication of any deficiencies and availing the methods and means for a better performance.

10. Informing all University units about systems, regulations decisions and instructions.

11. Protect, control and administer University documents as well as forward other documents and develop a plan for their retrieval.

12. Taking care of keeping and moving documents and archives according to standard procedures and making retrieval means available.

13. Prepare the University's annual report in collaboration with all concerned parties.

14. Endorsing and applying continuous self-development techniques and skills for human resources development in the university for the purpose of achieving quality graduates who can make the needed adaptation to the challenges of our time.

15. Developing the abilities and skills of all KSU staff and supporting their creative endeavors and professional achievement to obtain excellence in the academic and administrative processes.

16. Setting strategies for the purpose of improving the skills of all KSU staff in a way that achieves excellence and creativity in learning and teaching.

17. Prepare preliminary studies for development of programs that can develop the performance of staff and students.

18. Designing, organizing and implementing the necessary development programs to improve the skills of all KSU staff.

19. Putting long term plans for E-Learning and distance learning in the university.

20. Putting technical and organizational standards for designing, organizing E-Learning and Distance learning in the university.

21. Coordination between the various colleges and departments regarding plans related to E-Learning and Distance learning in the university.

22. Providing technical resources to support programs to improve the skills of KSU staff.

23. Developing the abilities of the faculty to design and develop course portfolios and transform them to electronic contents.

24. Supervising systems of E-Learning and Distance learning in the university

25.Direct supervision on the work of King Abdullah Institute for Consulting and Research

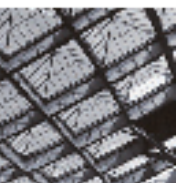
to achieve its objectives in all aspects

26. Signing the Institute contracts

27- Direct delegation to preparation of offers, technical and financial proposals with no more than fifty thousand riyals

28- Authorize disbursement of marketing incentives for those who mediate to bring projects to the institute (1-3%) from the budget of the project and not exceeding 100000 SR.

29- Authorize disbursement of the advance payments for projects super-



visors (not more than two hundred thousand Riyals)

30-Approval of appointment of part time consultants to the Institute to improve the quality of the reports .

31-Approving compensations and rewards for researchers, consultants, researchers' assistants, technicians, and projects and studies supervisors according to the project's plan, and in accordance with the financial regulations of the institute and the observed rules in the university.

32-Finding a practical and effective mechanism to coordinate, integrate, and best use the university's human and scientific abilities, in a way that suits the need of the public and private sector

33- Authorization of the purchase and Stock Administration to purchase within 500,000 Saudi Riyals (Except Furniture and Cars).

34-.Granting approval for overtime within 30 days of all units having to do so with him.

35. Granting approval of secondment inside the Kingdom (maximum 10 days)

36. Granting approval of normal, emergency and exceptional leaves for employees of all units related to him and reporting these to the deanship of Staff Affairs and Personnel to complete the next set of procedures according to the regulations.

37- Ask for visas to the Kingdom with regard to the university units, contractors and consultants

38. Direct communication with ministries and governor departments in all matters related to the deliberation of his duties.

The following Units are linked to the vice-president for development and quality:

1-Skills Development Deanship

2-E-Learning and Distance learning Deanship

3-Quality Deanship

4-Development Deanship

5- King Abdullah Institute for Consulting and Research

6-Studies and Development Directorate

7-Statistics and Information Directorate

8-Strategic Planning Directorate

9-Follow-up Directorate

10-Documents Center

11- Accreditation and Assessment

Assistant/Vice Rector for Development and Quality

1- Full supervision on the university strategic plan project and implementing , follow up of the plan at the various colleges and deanships of the university

2- Abstract the five year plan of the university from the university strategic plan

3- Preparing progress report plans on the strategic plan

4- Updating the static plan whenever there is a need for that

5- Approve ordinary, emergency and exceptional leaves to the unit employees and complete such procedures by to the deanship Of faculty staff and employees

6- Evaluating the personnel performance associated to the Rectorate .

7- Sign service statements and certificates

8- Report on the attendance of employees associated to him

9- Direct contact with ministries and government services and others within his range of authority

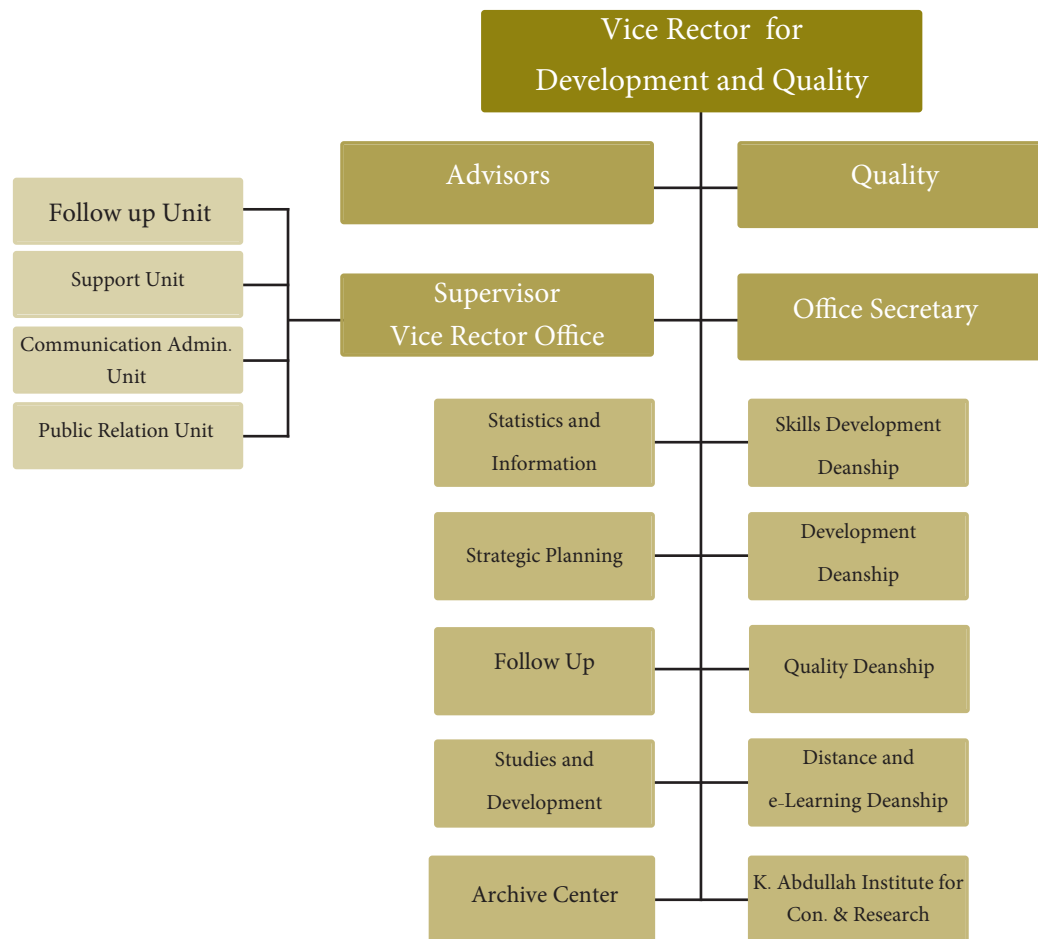
The following units are linked with him:

1-Development Deanship

2-Strategic Plan (Executive administration)

3-development (Strategic) Planning administration

Organizational Structure- Development & Quality Rectrote



Deanship of Skills Development

Vision

We aspire to be a leading and distinguished academic body that provides integrated services for the purpose of developing the skills of the faculty, lecturers, teaching assistants, and the students of King Saud University (KSU), in addition to academic and administrative leaders and other employees.

Mission

Developing the skills of the faculty, lecturers, teaching assistants, students and the academic and administrative leaders and other employees in a way that guarantees achieving the highest levels of creativity and excellence in teaching.

Objectives:

- 1) Setting strategies for the purpose of improving the skills of all KSU staff in a way that achieves excellence and creativity in learning and teaching.
- 2) Developing the abilities and skills of all KSU staff and supporting their creative endeavors and professional achievement to obtain excellence in the academic and administrative process.
- 3) Identifying the necessary needs to develop the skills of all KSU staff.
- 4) Designing, organizing and implementing the necessary development programs to improve the skills of KSU staff.
- 5) Evaluating and revising the programs provided by the deanship to all KSU staff and measuring their effectiveness.
- 6) Training KSU faculty in the latest university instructional techniques and their applications.
- 7) Developing the abilities of the faculty to design and develop courses portfolios and transform them into electronic contents.

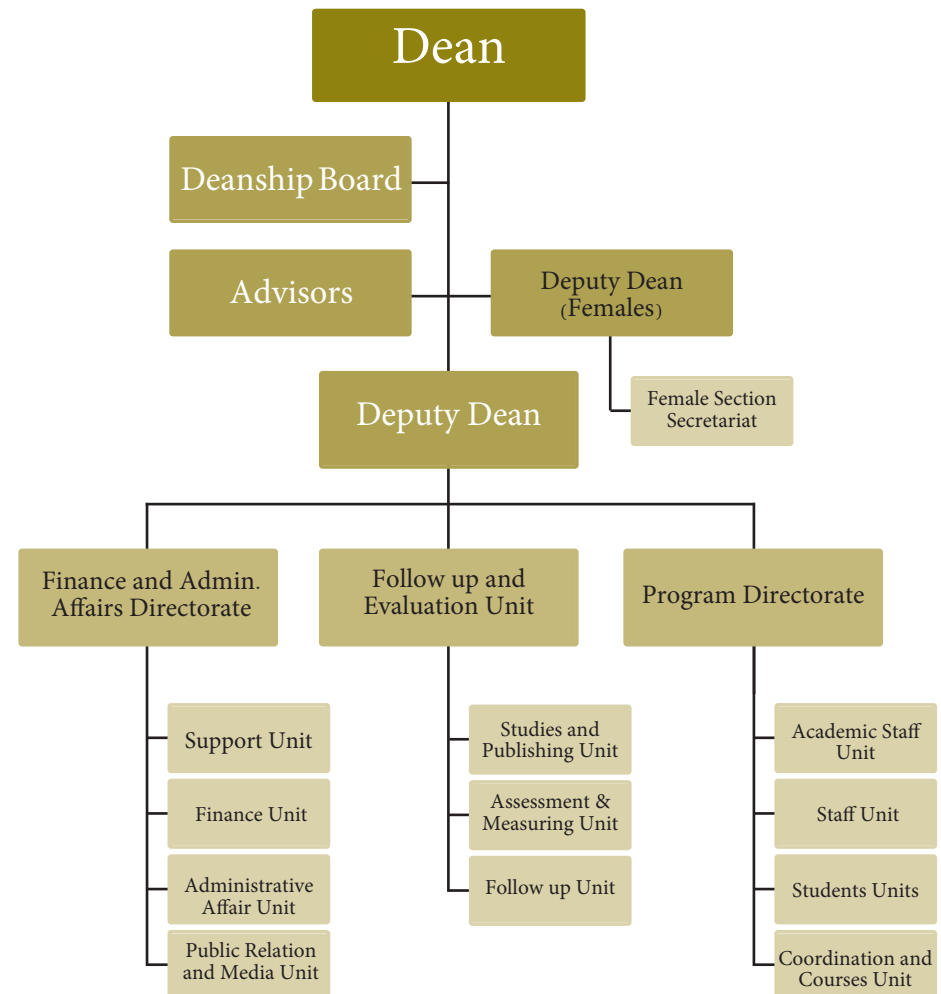
- 8) Supporting KSU faculty in making use of the latest technology and instructional techniques and aids.
- 9) Providing professional consultation to KSU faculty to help them improve their skills and promote their performance level.
- 10) Organizing experience-sharing programs for maximizing the professional growth of KSU faculty.
- 11) Contributing to the development of the student self-learning skills, promoting their academic achievement and practical performance, in addition to their social and technical skills.
- 12) Contributing to the development of decision makers' leadership skills at KSU.
- 13) Issuing scientific brochures and booklets that contribute to the achievement of the deanship objectives.
- 14) Promoting cooperation and experience-sharing in the fields of skills development with higher education institutions inside and outside the country.

Tasks

- 1 - Administration of the Deanship affairs within the university system and regulations,
- 2 - Adopt and apply the concepts and practices of continuous self-development of the professional capacity of human resources at the university to improve the quality of university education outputs
- 3 - Developing and improving the academic and professional capabilities of faculty members
- 4- Developing and improving the managerial skills of university leaders
- 5- Developing and improving the capacity for university students
- 6 - Contribute to raising the efficiency of university faculty staff by providing technical advice
- 7 - Help faculty members to achieve the best means of education and skills

- 8 - Preparation of programs to promote understanding between the faculty members
- 9 - Support and encourage the use of technical and educational tools
- 10- Reporting on dates of commencing or leaving the work for all employees associated to the deanship
- 11- Authorize disbursement of the advance payments (not more than 18 thousand)
- 12- Evaluation of the performance of the administration employees
- 13 - Approval of the assignment in the Kingdom for not more than four days
- 14- Approve giving the ordinary and emergency vacations for the staff of the deanship affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.
- 15- Signature of certificates, provided they are not experience or appreciation certificates
- 16- Direct communication with the ministries, public entities and other organizations according to their profession

Organizational Structure for the Deanship of skills development



Deanship of E-Learning and Distance Education

The e-learning and distance education is considered as a fundamental university education and continuing education. The need for this type of education has increased with the increasing numbers of those who wish to enter the university education beyond the absorptive capacity of universities and it is therefore necessary to find a body for the development of e-learning and at the university level and planning to find e-learning programs and coordination with relevant bodies in the university.

The importance of e-learning at the university level is based on a number of grounds, including:

- The face of the steady increase in the numbers wishing to obtain a university education.
- Multiple sources of access to knowledge.
- The modern ability of information and communication technology to offer and disseminate knowledge among the educated in multiple ways.
- Adopt the principle of lifelong learning and the principle of self-learning.

Vision:

Achieving leadership in the diversification of teaching methods, learning and development through e-learning based on information technology and modern communication. And to be the leader regarding dissemination of education using the latest information and communication technologies.

Mission:

Assist members of the faculty and students to improve the quality of the learning process through the investment methods of e-learning, and allow the learner to choose the right place at the right time to learn and to help faculty members to activate education through the provision of scientific content in ways that depend on IT and modern communication.

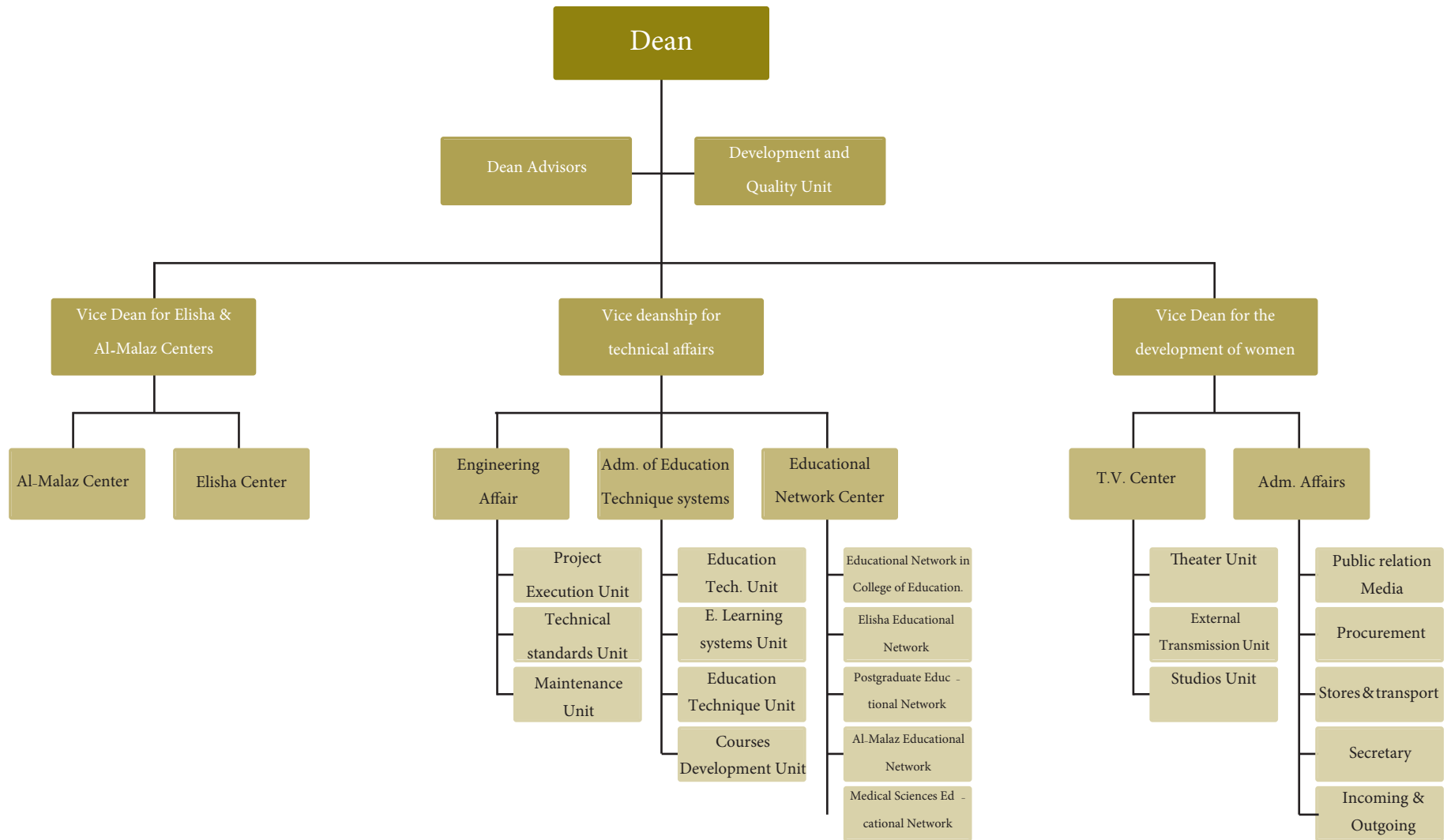
Objectives:

The Deanship seeks through coordination with the relevant bodies, to achieve the following objectives:

- Develop a strategic plan for e-learning programs at the university.
- Create an environment suitable to promote the applications of e-learning.
- Development of technical standards and regulatory applications of e-learning at the university level.
- Coordination between university colleges and departments regarding the plans and programs of e-learning and distance education.
- Provision of technical support and human support for faculty members in the development of technical skills.
- Provide technical support and human support for faculty members in the development of e-courses and content.
- Oversee the systems of e-learning and distance education in coordination with the relevant bodies.
- Strengthen cooperation with the relevant e-learning and distance education both internally and externally.

The Deanship seeks to achieve its vision and objectives through the following strategies:

- The development of university courses in electronic form.
- Provide advice and technical support for the development of educational sites for faculty members.
- Provide an environment to stimulate electronic communication between faculty members and students.
- Develop the skills of faculty members to enable them to convert their courses to Electronic courses.
- Provide the environment and appropriate training to enable faculty members to carry out their tasks related to the evaluation of students and monitoring of results and deal effectively with the learning management system LMS at the university.



The Deanship of Quality

Vision:

To achieve excellence and innovation in the university activities.

Mission:

Improve the level of performance in all units of the University in support of its mission and strategic goals

Deanship Objectives:

- 1- Setting general strategies to be applied in the university.
- 2- Urging Execution of the general policies and work procedures for the efforts of the comprehensive development in the university.
- 3- Participating in the simplification of administrative and academic procedures in the way that best serves the quality objectives.
- 4- Performance evaluation and quality assurance of the university administrative and academic units.
- 5- Satisfy the university objective in respect of quality and academic accreditation issues.
- 6- Propagate quality culture across the university faculty and staff, conduct surveys, conferences, seminars, meetings and workshop sessions in relation to quality and academic accreditation.
- 7- Provide support and advice to all university units in respect of quality and academic accreditation.
- 8- Organization of university activities related to the preparation and execution of evaluation and academic accreditation plans as well as quality assurance in academic and administrative university units.
- 9- Approval of formation of quality and academic accreditation committees and follow up of execution of their duties.
- 10- Enhancement of quality and performance across the university and its administrative and academic units.
- 11- Establishment of Scientific and Professional relations between the

university and similar institutions reputed in quality and academic accreditation.

12- Strive to raise the university academic and professional classification. 13. Approval and follow up of academic and administrative criteria and directives by various university units.

14. Build distinguished quality, evaluation and academic accreditation expertise in university education.

15. Supervise execution of the strategic plan programs by various university units.

16. Identify university customer requirements, expectations and satisfaction levels communicating this to respective related units.

17. Identify performance levels and measuring units' performance changes across the university.

18. Supervise the preparation and execution of excellence and distinction prizes' programs in academic and professional performance.

19. Study all related matters referred to it through correspondence and studies and comment appropriately on these issues.

20. Undertake all that is necessary to fulfill the objectives and tasks of the administration.

Tasks

1. General supervision of all authorities having to do with the quality administration; layout the role of the underlying units, approve their work plans and keep on their continuous development.
2. Approval to form committees related to departments and units having to do with the administration for the fulfillment of its objectives.
3. Use of different means (procures, books, workshop, seminars, lectures, etc.) to spread and propagate quality culture and strategic planning as well as data related to evaluation and academic accreditation across academic and administrative departments of the university.
4. Setting an integrated continued self evaluation scheme for the university performance as well quality assurance measures for its academic and administrative units; also setting rules, regulations and necessary procedures for the fulfillment of the university objectives in quality and academic accreditation issues.
5. Provide support and advice for various university units in relation to preparing plans for evaluation and academic accreditation and quality assurance and their execution as per preset schedules; supervise report preparation having to do with self evaluation and quality assurance for all university units.
6. Working towards the organization of all university activities related to the preparation and execution of evaluation and academic accreditation plans and quality assurance in all academic and administrative university units.
- 7 - Development of criteria and indicators for management performance
- 8 - Study of administrative and organizational problems faced by the units of the university and the proposal of solutions

- 9 - dissemination and development of questionnaires for the report of the academic activity of a member of the faculty and alumni
10. Control and monitor the level of quality in the various units of the University Units
- 11- Reporting on dates of commencing or leaving the work for all employees associated to the deanship
- 12- Authorize disbursement of the advance payments (not more than 18 thousand)
- 13- Evaluation of the performance of the administration employees
- 14 - Approval of the assignment in the Kingdom for not more than four days
- 15- Approve giving the ordinary and emergency vacations for the staff of the deanship affiliated with him, and to notify the General Administration for the Teaching Staff and Employee Affairs to complete the procedures according to the written policy.
- 16- Signature of certificates, provided they are not experience or appreciation certificates
- 17- Direct communication with the ministries, public entities and other organizations according to their profession



Units:

- 1 - The unit of measurement and evaluation
- 2 - Accreditation Unit
- 3 - Strategic Planning Unit
- 4 - Awards Unit
- 5 - Quality Support Unit
- 6 - Quality Planning Unit

Quality Deanship Council

- 1 - design of public policies to improve quality at the University
- 2 - Approval of the adoption of plans and requests for application of quality in the university and its various units
- 3 - Approve the policy to promote a culture of quality within and outside the university

- 4 - supporting efforts to implement quality in the university

Quality of the Council of

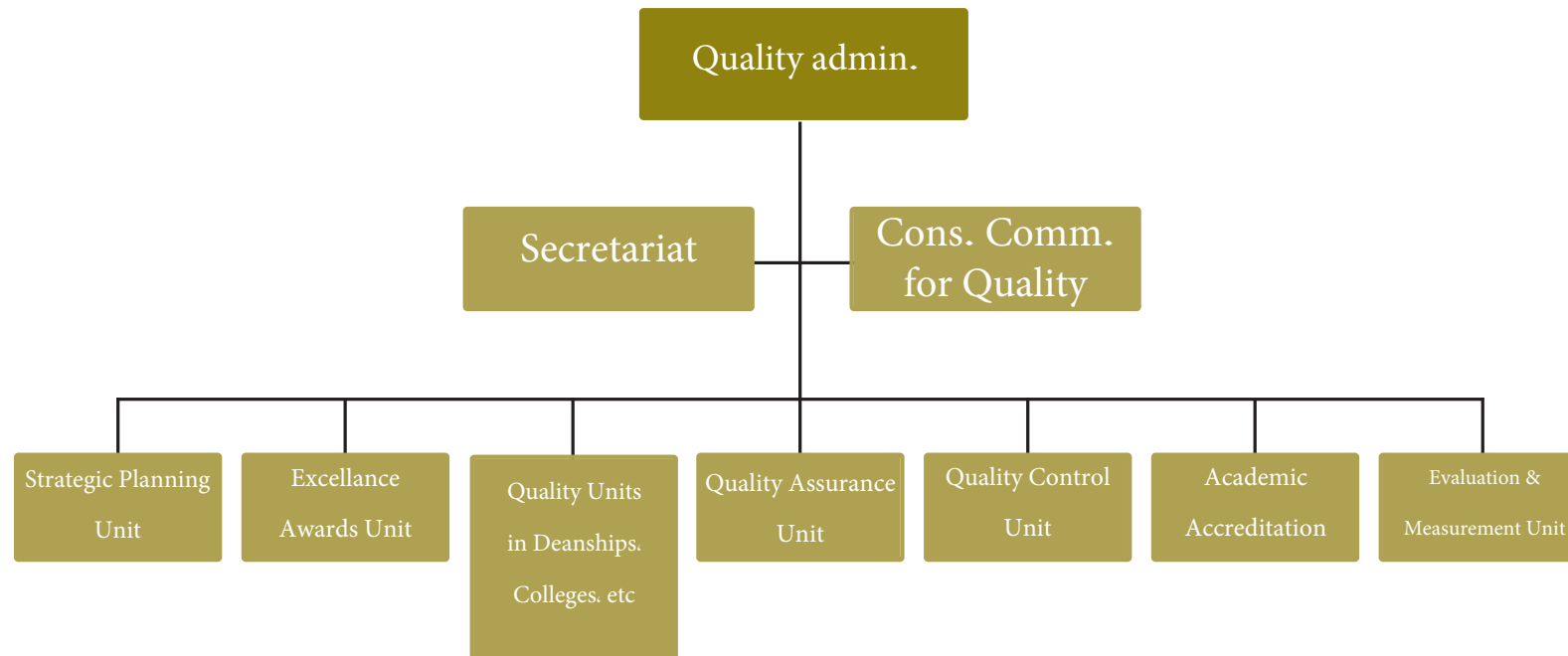
- 5- Set up an excellence and distinction prize system in the academic and administrative performance

- 6- Approve annual report of the quality department

Members of the Counsel:

- 1 - Rector - Chairman
- 2 - Vice Rector for Development and Quality Vice President
- 3 – University Deputies
- 4 - Dean of Deanship of Quality
- 5 - Five representatives of the colleges and deanships, members
- 6 - Two graduate students
- 7 - Representatives of the Women's Sections
- 8 - three representatives of external bodies

Organizational Structure of Quality Deanship



The Deanship of Development

Since its foundation, King Saud University, who is holding the mission of knowledge in all fields, is giving a special interest to development. The university has exerted every possible effort to secure all required resources for development, based on its belief in its role in achieving its mission and objectives.

As a result of the continuous expansion of the university in the academic fields and different specialties, the university has established an independent deanship for development to be responsible for supervision the development programs at the university in coordination with the colleges based on the university's belief in the importance of this development.

To identify this deanship and for convenience of the students and specialists, we launch this website to enable the browser access the required information for all matters related to the Development Deanship at the University. We are looking forward to have the participation of browsers, with their recommendations and views to improve and develop this website.

Vision:

To be the expertise, supervision and implementation agency responsible for administrative and academic development in the university. To support all units and be able to achieve excellence, innovation and global competition.

Mission:

Setting policies, plans and programs, conducting studies for the future, provide developmental services for all the university units and personnel for the progress of the university and constant advancement in all the administrative and academic fields.

Objectives of the Deanship

- Promote the constant advancement and development culture in the university, and making it part and parcel of the university's identity.
- Contribute in setting and implementing the university's strategic plan.
- Assist the students to develop the innovative thinking skills and enhance their scientific and practical skills.
- Measure and analyze internal and external performance indicators at the academic process and endeavor to promote the same.
- Develop systems and mechanisms to achieve the constant development and assessment of curricula, educational and academic programs.
- Provide academic consultancy, develop practical solutions and conduct research to enhance the academic and administrative development.
- Assist in developing the administrative and financial performance of the university, by increasing application of technological devices, organizing the work procedures for convenience.
- Adopt strategic research and studies interested with future planning and development, observing the local and regional changes in higher education.
- Enhance the pioneering concept of the university and explain its development achievements inside and outside the kingdom.

To achieve the key objectives of the Deanship of Development it will carry out the following responsibilities:

- 1- Developing studies, recommendations and development plans of the university.
- 2- Develop the annual development plan of the university.
- 3- Supervise the development of the strategic plans of the university and different units.
- 4- Follow up the university units for development and application of the executive plans for implementation of the university's strategic plan.

- 5- Contribute in the local and international symposiums interested in university development affairs.
- 6- Set the different standards and models used to asses and develop the performance of the staff, and assist them to achieve professional and academic excellence.
- 7- Set the mechanisms for coordination and cooperation with the relative units at the different colleges, deanships, departments and centers of the university.

Methods of Performance:

The Deanship is seeking to apply the styles and methods that achieve its objectives with high efficiency. These methods include:

- 1- Conduct studies, researches, statistics and reports that contribute in developing the university units in the administrative and academic fields.
- 2- Hold workshops and symposiums inside and outside the university to discuss the development solutions and programs and innovative think tanks.
- 3- Recruit local and international expertise to contribute in development and constant advancement.
- 4- Issue brochures and awareness manuals, assessment models and follow up the university staff and units.
- 5- Apply modern technology in setting solutions and engineering processes, procedures and communication.
- 6- Permanent contact with the expertise agencies, higher education institutes and private sector inside and outside the kingdom of Saudi Arabia , and reinforce the global participation in university education.

Administrative Structure of Development Deanship

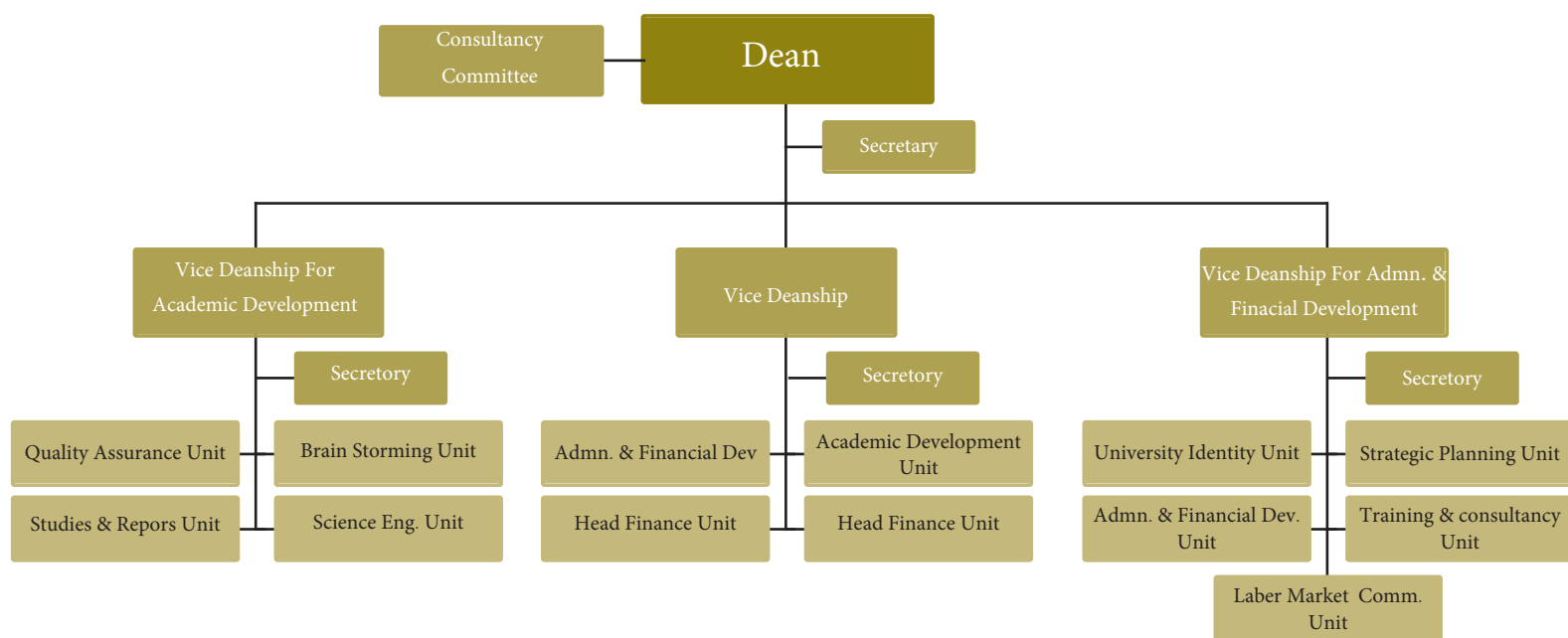
First: Admin. And Finance Development:

- 1- Strategic Planning Unit
- 2- Training and Consultancy Unit
- 3- Admin. And Financial Development
- 4- University Identity Unit
- 5- Labor Market contact Unit

Second; Academic Development:

- 1-Think Tank Unit
- 2-Process Engineering Unit
- 3-Quality Assurance Unit
- 4- Reports and Future Studies Unit





Studies and Development Management

Vision

This administration should be a basic driving force for generating developmental initiatives for university activities.

Mission

Suggest developmental initiatives, for the authorities concerned, based on feasibility. Studies that reflect the feedback of these initiatives on the university short and long term objectives.

Objectives of the Studies and Development Administration

1. Promote University functions in relation to teaching, scientific research and community service in the light of the objectives of the university.
2. Promote the existing administrative and academic systems of the university through conducting comparative studies taking into account experience and expertise of other universities with the intent of reflecting this in the framework of the Saudi Culture and heritage.
3. Prepare Metrics and Evaluation Standards for various activities – academic and otherwise – to enable the assessment of productivity competence and the measurement of university performance.
4. Suggest suitable solutions for problems facing academic and administrative units of the university with the intent of helping the university overcome difficulties and hardships obstructing it to achieve its goals.
5. Achieve effective communication and collaboration between university units and other government bodies and scientific institutions – inside the Kingdom and outside. This may be achieved via reports data and other means reflecting academic and other activity within the university.

Information and Statistics Management

Vision

This should be a pioneer administration in the university responsible for providing information and statistics about all academic, administrative and financial activities in the university.

Mission

- Preparation of statistical directories showing various types of university activities.
- Preparation of statistical reports which reflect the role of various university functions and institutions which serve the decision makers and exploit the resources of these institutions in the interest of a fruitful and successful future planning.

Objectives of the Department of Statistics and Information:

- Collecting data and information regarding the university.
- Identify and analyze requirements of the databases in light of university unit's needs.
- Obtain statistical data from inside and outside of the university.
- Provide concerned parties with statistical data about university activities.

Duties:

- 1- Collecting data and statistics related to different university activities, reporting statistical information of interest for parties inside and outside of the KSA as may allowed by instructions.
- 2- Classification of university statistical data, and suggesting bases of storage and retrieval.
- 3- Conducting analytical statistical studies and preparing annual statistical reports.



- 4- Design a system of information interchange between department and other academic and management units from a hand, and with concerned parties interested in higher education.
- 5- Identify basis of data documentation related to university events, its organizational and technology developments, and ensuring confidentiality.
- 6- Review periodical publications, reports, manuals, and pamphlets issued by university's academic and management units that contain statistical information.
- 7- Data collection, classification, coding, indexing, archiving, maintenance, and circulation.
- 8- Preparing and producing manuals, books, publications, photographs, slides, and films about university events and achievements.
- 9- Participate in making artistic drawings which demonstrate the university's contributions in various events.
- 10- Prepare university annual report.

Sections of the Department

The Department consists of three units:

Statistics and Information Processing Unit:

This unit is responsible for collecting information, data and statistics regarding all aspects of university activities and classify them, to provide the Department with:

1. - Data that is needed for publications.
 2. - To provide data to other parties inside and outside the university.
- Also preparation of Statistical Yearbook and Statistical Abstract

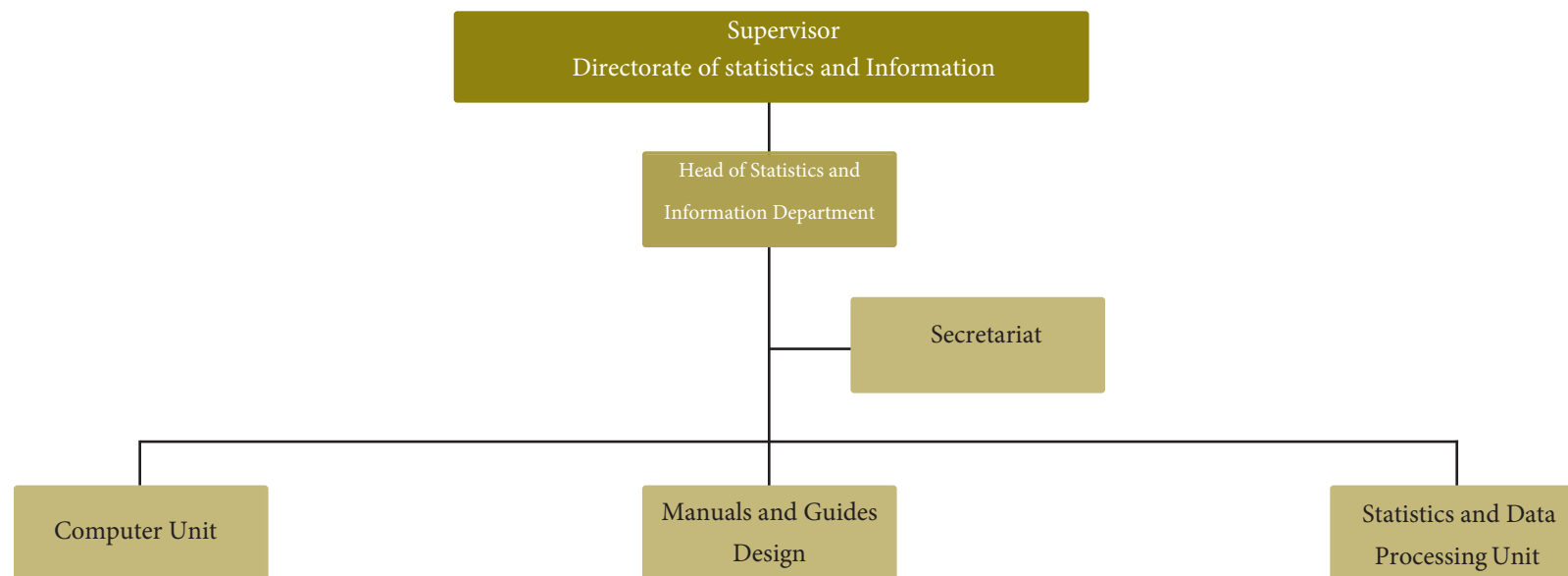
Manual Preparation Unit:

These units prepare manuals issued by the Department such as: Manuals for new students, the annual report of the University, the user profiles and Facts, wall calendar and others. Immediately after the completion of the preparation of manuals, this unit is also prepares the material of the manuals to be delivered to the press and be ready for printing.

Computer Unit:

The unit provides data and statistics on all issues related to faculty members, administrators, technicians, and workers and the number of students in all grades (postgraduate - BA - Diploma) in a detailed and precise manner. Then present the data to the Department of Statistics to be included in the statistics literature, such as the annual report as well as the Statistical Yearbook and Statistical Abstract during a given year and other publications, brochures .

Directorate of statistics and Information



Development Planning Management

Vision

This administration is expected to be a source of development for the university's strategic plan, in line with the university's theme and overview, ultimately leading the university to an esteemed international repute.

Mission

- Executing and implementing the university's strategic plan.
- Working out a methodology to achieve the goal above.
- Following up on the execution of the university plans within the prescribed fiscal budget.

Objectives of the Strategic Planning Administration:

1. Acquaintance with the university status-quo and general university needs to enable appropriate decisions and suitable actions and procedures, based upon proper scientific planning.
2. Develop various aspects of collaboration and positive cooperation with related bodies to fulfill the university objectives especially the higher education and development objectives in general.
3. Contributing in raising the internal and external ability of the higher education system in the university as well as promoting the educational process across its various stages.

Tasks:

1. Prepare the projects of long term and five year university plans consistent with the development strategy and the policy for higher education and compatible with the university objectives.
2. Suggest general objectives, policies and procedures concerning projects in the university.
3. Prepare Preliminary Studies for university plans, fetch the needed data for planning purposes from authorized sources, inside and outside the university.
4. Propose phasing strategy for the execution of plans within the university and setting reasonable time schedules.
5. Participating in the processes of setting out higher education plans; short, medium and long term and following up their execution at the levels and phases approved by the ministry of higher education and ministry of planning at the university.
6. Following the execution of five year plans and submit annual reports in this regard.
7. Continued evaluation of achievements of university plans, assessing the degree of fulfillment of these plans to the objective in developing the positive aspects and restraining the negative aspects through execution stages as well as suggesting alternative measures for developing the plan's objectives, its programs and projects.
8. Continued coordination and follow up of the deliberations of the administrative and scientific councils as well as the permanent committees and sub-committees aiming at promoting and raising the standard of performance in the university.
9. Participating in conducting studies related to the various aspects of the educational process in the university.
10. Preparing the necessary studies regarding the development of the functionality of the planning human-ware / scheme in the university and its ancillaries and needed human-ware; (qualified , specialized technical personnel) for its improvement.

11. Design questionnaire forms and tables necessary for data collection, classification, analysis and statistics related to the preparation of plans' projects and their execution.

12. Taking part in the discussions of planing projects and following up procedures for their approval as well as reporting the implementation plans to the various university units.

13. Conduct studies for the evaluation of university plans and programs in compliance with requests from the ministry of higher education and the ministry of planning.

The Administration of strategic planning comprises of the following units:

1. Academic Programs and Community Service Unit
2. Manpower Planning Unit
3. Financial Planning Unit
4. The Computer Unit
5. Secretariat and Typing unit

Follow-up Management

Introductory Note on the Follow up Administration:

Vision:

Following up and tracing the execution of the strategic plan of the university.

Checking on the quality standards as approved by the concerned administrations.

Mission:

This administration is expected to take the role of a field delegate to check on quality aspects on all items executed as part of the university strategic plan.

Submission of related appropriate reports to those concerned on such issues.



Objectives:

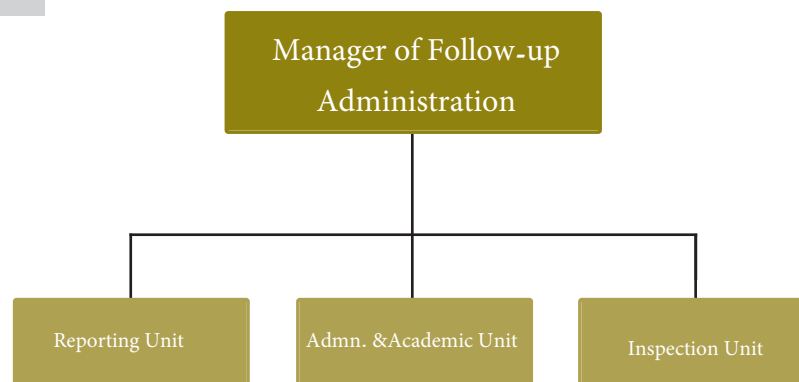
- 1- Follow up of current or new programs
- 2- Supervising the flow of work within Administrative Units of the University.
- 3-Identifying deficiencies of the work in the university and suggesting suitable solution and promoting the positive aspects in a manner that help in performance development
- 4-Follow-up achievements of academic and administrative units through assessment of performance and making periodical reports on the activities and achievements of the units as well as suitable remarks and recommendation for promoting the work..
- 5- Follow up the university units in term of its adhesions to regulations and rules.
- 6-Development and strengthening of self assessment and monitoring for all the university employees

Tasks of the Follow up Administration:

1. General supervision on the follow up administration within the rules and regulation of the university

2. Investigate any drawbacks in work performed by university units, identify weaknesses, in order to take corrective action accordingly, and to enhance strengths toward further performance improvement.
3. Control compliance extent by university units with the various established regulations and procedures.
4. Observe university units for purpose of identifying their outstanding performances, strengths, or weaknesses, and in case of any pitfalls to take corrective action accordingly as may appear necessary.
5. Control employee attendances in the various university units.
6. Set forth proposals that would facilitate work flow in the university units.
7. Prepare follow-up reports on periodic basis about university unit's activities, accomplishments, accompanied with notes, and recommendations alluding to improvement possibilities
8. Approve ordinary, emergency and exceptional leaves to the unit employees and complete such procedures by to the deanship Of faculty staff and employees
9. Report on the attendance and absence of employees
10. Work evaluation of the employees associated to the admin. .
11. Direct contact with ministries and government services and others within his range of authority

Organizational Structure for the Follow-up Administration



Documents Center

Vision:

Aspiring to replace paper-based documents, this center seeks to be the digital storehouse for all university documents.

Mission:

- Standardize and systematize cataloguing, indexing and archiving of all university documents in an automated digital manner.
- Efficiently storing these documents and facilitating their easy retrieval for the authorized bodies.

The Center seeks to achieve the following:

1. The proper execution of documents' regulations, policies, bylaws, and related instructions and decisions.
2. The promotion of document awareness among the University members.
3. The recruitment of qualified cadre in the area of organizing and archiving documents and collections
4. The historical authentication and organization of the University's statutes, bylaws and records.

Targets & Tasks :

The Documents Center undertakes executive tasks and procedural actions that pertain to documents and collections, especially the following:

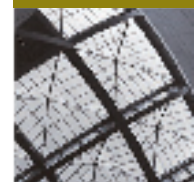
1. The acquisition and collection of all documents of the university units. It then organizes, renovates, catalogues, stores and presents them on demand, and regulates their circulation.
2. It provides timely and appropriate information and data on these documents to all university and non-university users.

3. It facilitates the appropriate locations, means, manners, and technologies to store, organize, and circulate documents.
4. It coordinates with the National Center for Documents and Archives, communicates and cooperates with document-concerned committees, corporations and other bodies inside and outside the university.
5. It initiates document-related workshops, training sessions, seminars, publications and reports.

Legislations governing

The center's activities and functions are governed by the following:

1. The System of Documents and Archives enacted by Royal decree # M/54, dated 23/10/1409 H as well as the System of the National Center for Documents and Archives enacted by Royal decree # M/55, dated 23/10/1409 H.
2. The General Policy of Documents along with the bylaws of document depositing, evaluating, transferring, supervising, and publication outlets dictated by Royal order# 7/1379/M, dated 21/7/1416 H.
3. Royal orders and directives relating to documents and archives.
4. Recommendations of the Administrative Body of the National Center for Documents and Archives, and the circulars and studies it issued.
5. The President's decision #231300043 dated 7/3/1423H for the establishment of the Center.
6. The regulations and executive items of the Center



Administrative Organization

1. Permanent Committee for Documents

Affiliated with and chaired by the Vice President for Studies, Development and Follow up, this committee supervises the enactment of the system of documents and archives and sets policies and plans along with the related executive procedures.

Tasks:

- 1- Follow up of the best enactment of the system of documents and archives, regulations, policies, plans, programs, and procedures.
- 2- Initiation of official, organizational, and procedural studies to simplify activities, expedite procedures, standardize similar functions, and suggest formal and objective specifications for the production of documents.
3. Examining proposals on regulations and plans for university documents submitted by specialized committees.
4. Choosing the members of specialized document committees as well as the work team need for each committee.
5. Monitoring the coordination and integration of the committees and work teams in fulfilling their duties.
6. Supervising and directing the work of document evaluation and destruction Committees, and endorsing their final output.
7. Authenticating the completion and accuracy of university documents data presented to the National Center for Documents and Archives.

1.1 Documents Evaluation Committee:

Directly linked to the Permanent Documents Committee of the University, it supervises the process of documents evaluation within its domain according the bylaws of storage and the regulations, directives, and contracts that identify the financial, official, and administrative responsibilities of the government apparatus.

Tasks:

1. Identifying the names of the types of documents to be evaluated by the committee.
2. Estimating the longevity the Committee assigns for each type.
3. Determining the period during which the document is active or inactive.
4. Determining the document's practical value and suggesting extending or shortening the document's time of holding.
5. Identifying documents not present on time-holding records, and writing to the National Center for Documents and Archives to take the appropriate action for their inclusion.
6. Evaluating documents that fall within its power according the bylaws of storage issued by the National Center for Documents and Archives, and according to the regulations, directives, and contracts that identify the financial, official, and administrative responsibilities of the government apparatus.

1.2 Document Discarding Committee:

Associated directly with the Permanent Documents Committee of the university, it supervises the destruction process of documents the holding period of which is over according to the bylaws of storage issued by the National Center for Documents and Archives.

Tasks:

1. Verifying the data and full information of documents whose holding time, as assigned by the Center, has expired.
2. Verifying the expiration of the holding time of documents set for destruction, and collating their data.
3. Filling out the proper destruction forms and forwarding them to the Permanent Committee for Documents.
4. Storing the data and destruction forms permanently and making copies of them as is facilitated by modern technology.
5. Supervising the destruction of such documents according to the guidelines of document destruction issued by the National Center for Documents and Archives or any other regulations it issues in this respect.

2. Administration

The director of the center is affiliated with the Vice President for Studies, Development and Follow up, and pursues the fulfillment of the objectives of the center. These include: acquiring documents from all University Units, be these administrative, academic, research centers, or university hospitals. The center then organizes, stores, and facilitates the use of these documents as the requirements of work dictate and in accordance with document and archive regulations, bylaws, and executive charters.

Tasks:

1. Prepare the 5 year plan for the Center in line with the general objectives and policies of the University, and follow up their implementation after their official approval.
2. Prepare the Annual Budget Proposal for the Center and forward it to the Permanent Committee for Documents for approval.
3. Suggest bylaws, policies, rules and procedures that regulate work at the center's administrative units, and follow up their implementation once they are approved.
4. Administratively and technically supervise its administrative and technical units.
5. Coordinate among the center's administrative units and monitor the work performance in each administration.
6. Set formal and objective terms and standards for the University publications and verify their issuance accordingly.
7. Standardize similar function forms throughout all University units.
8. Set formal and objective terms and standards for every official communication type according to approved regulations.
9. Determine for all units of the University the information included in official communications.
10. Standardize for all units of the University the type and size of paper used for official transaction.
11. Coordinate with all administrative communication centers at the University units to standardize work forms and procedures.
12. Prepare monthly statistical tables of the destroyed papers throughout the University units.
13. Provide the National Center for Documents and Archives with Registration and Delivery Data for the destroyed papers at the University units.



14. Transfer the permanently stored documents to the National Center for Documents and Archives after the expiration of its holding period at the University.
15. Cooperate and coordinate with the National Center for Documents and Archives, and exchange data and expertise with national, Arab, and international centers of documents and archives.
16. Join regional and international specialized societies and bodies.
17. Represent the Center in communicating with others.
18. Determine the manpower, equipment, and material that the Center needs, and follow up their provision.
19. Submit periodical reports on the Center's achievements and suggestions for their proper improvement.
20. Take on any other responsibility that falls within its specialty

3. Documents Acquisition Department:

Linked to the Director of the Center, this department aims to acquire documents from University Units: administrative and academic as well as from research centers and University hospitals.

Tasks:

1. Suggesting a 5 year plan for the department and following up their implementation after their approval.
2. Putting forth organizing rules, regulations, and procedures of work within the department.
3. Pursuing and updating governmental documents and regulations pertaining to the University.
4. Collecting and updating documents from academic and administrative units of the University, including these of research centers and University hospitals.
5. Receiving incoming documents from University units.
6. Attending to documents needing maintenance, renovation, or sterilization after registering them in the Center's records.

7. Setting up and transferring documents to the document organizing department.
8. Identifying unavailable documents and work towards their acquisition.
9. Requesting the University units to provide late documents.
10. Requesting government systems and documents relating to the University from their sources of origination.
11. Evaluating the processes of document acquisition, while working on their improvement.
12. Organizing and saving work papers and records.
13. Identifying the manpower, equipment and material the department needs.
14. Submitting periodical reports on the department achievements and suggestions for their better enhancement.

4. Department of Documents Organization:

Directly linked to the director of the Center, this department aims to organize documents according to the technical standards that facilitate their storage and retrieval.

Tasks:

1. Suggesting a 5 year plan for the department and following up their implementation after their approval.
2. Putting forth organizing rules, regulations, and procedures of work within the department.
3. Organizing documents according to approved rules, procedures, and tables of subject-headings.
4. Developing and updating approved rules and procedures of organizing documents and tables of subject-headings.
5. Determining the periods for storing documents.

6. Evaluating and seeking to improve the processes of organizing documents.
7. Determining the objectives and specifications of the systems of documents data at the University.
8. Identifying the manpower, equipment and material the department needs.
9. Submitting periodical reports on the department achievements and suggestions for their enhancement.

Units of Document Organization:

4.1. Cataloging and Indexing Unit:

4.2. Optical Scanning Unit:

5. Department of Archives and User Services:

Linked to the director of the Center, it aims to store documents and serve users.

Tasks:

1. Suggesting a 5 year plan for the department and following up their implementation after their approval.
2. Putting forth organizing rules, regulations, and procedures of work within the department.
3. Maintaining the Center's documents and apparatus by adhering to the best means of security and safety.
4. Facilitating, according to the approved procedures, the provision of photocopies of documents to University or non-University users and researchers.
5. Coordinating with the National Center for Documents and Archives concerning the official transfer of the permanently stored documents after the expiration of its holding period at the Center.

6. Evaluating the processes of saving documents and the services offered to users with the aim of organizing them further.
7. Identifying the manpower, equipment and material the department needs.
8. Submitting periodical reports on the department achievements and suggestions for their enhancement.

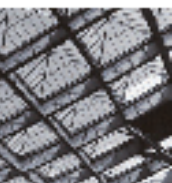
Archives and User Services Units

5.1 The Unit of Documents Archiving:

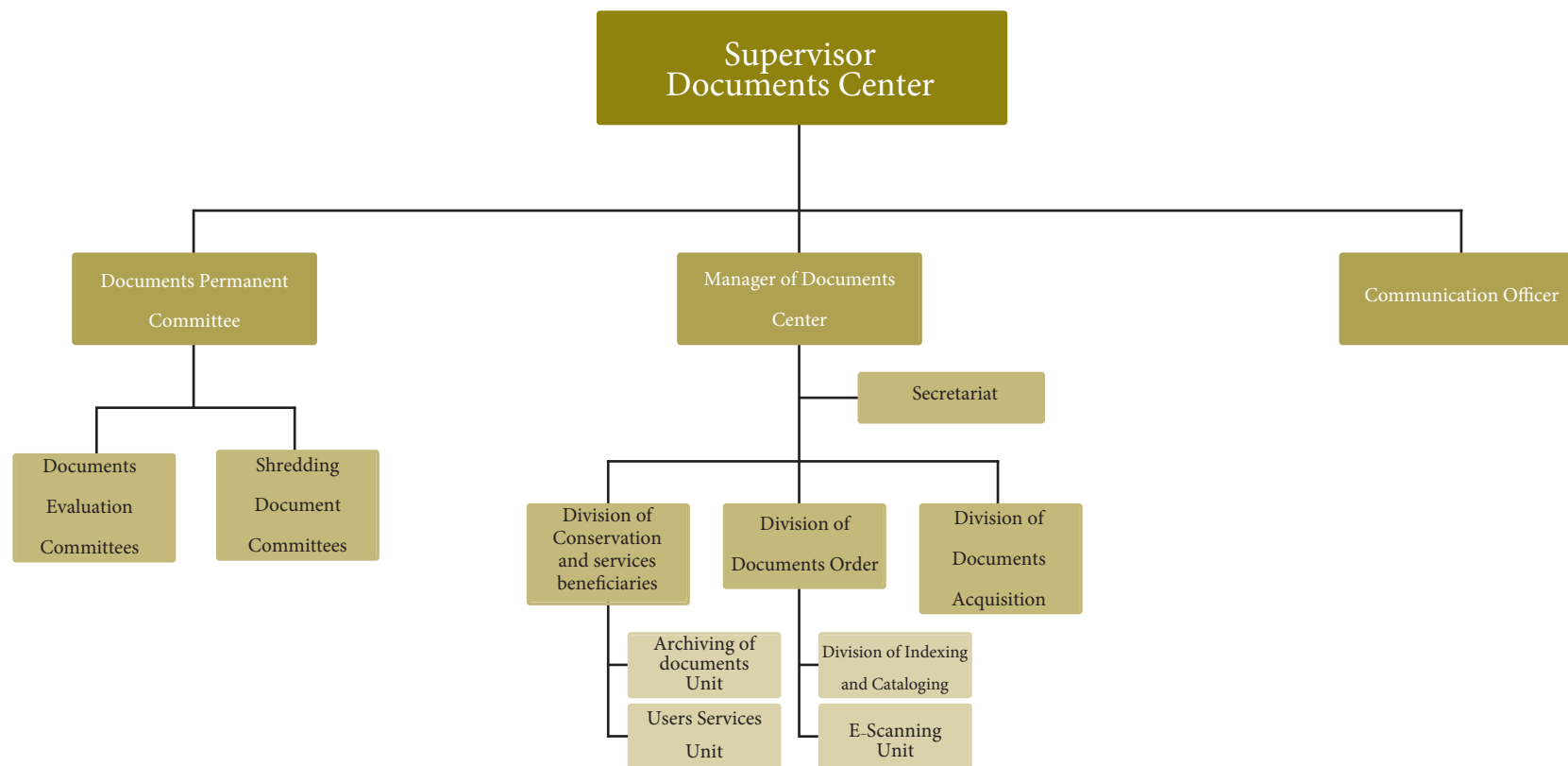
5.2 User Services Unit:

6. Information Technology Liaison Officer:

Affiliated with the director of the Center, the officer administers the information systems in coordinates with the Computer Center.



Documents Center



King Abdullah Institute for Consulting and Research:

King Abdullah Institute for Consulting and Research, King Saud University is considered as the contractual interface and business center for all units of the university to provide consultancy and scientific services and research on cost bases. It is a scientific service unit characterized by sophisticated level of knowledge research. It compiles all the potential of the university for submission in the form of advisory services and scientific research ; The Institute work for the promotion of social, political, economic, environmental and science within the framework of comprehensive development in Saudi Arabia, drawing on applied scientific research, and advisory and institutional capacity building and human resources to individuals and institutions in public and private sectors and non-profit organization, and preparation of studies and research programs, plans and strategies related development, and organizing meetings, conferences, symposia and seminars and specialized workshops.

The Institute is working to establish a consultative partnership with institutions and government bodies, civil and international, and the design of educational and training programs, research and exchange of experiences, and to make suggestions and the various recommendations, reflecting the Institute is clearly the ability of King Saud University in the interaction with the needs of different and changing society and work to achieve them through the great scientific potential owned by the university, and the creation of a consultative partnership with institutions and government agencies and local civil society and international organizations.

Vision

To be a think-tank with a distinct national and international reputation provides high quality Consulting and addresses the issues of development and contribute to the advancement and prosperity of society, knowledge transfer and resettlement in Saudi Arabia.

Message

tapping the potential of achieving the vision and resources of the University of King Saud human and material, knowledge and use of the possibilities of similar potentialities outside the university.

General Objectives

- 1- Issue needed plans and strategies to promote the chances of the institute to enter the scientific studies, consultancy , training and applied research market and tapping Investment potential of the university and marketing research capabilities, scientific and advisory services to community.
- 2- The development of performance in the public and private sectors through research and studies that seeks development and innovation.
- 3-Represent the University in companies and established businesses to ensure university rights.
Closer link with the university's external sector and providing the University's research and advisory, scientific and academic them a fee to meet the needs and requirements.
- 4-Seeking financing and support from both public and private sector for research projects and encouraging donations from individuals and companies.



Tasks:

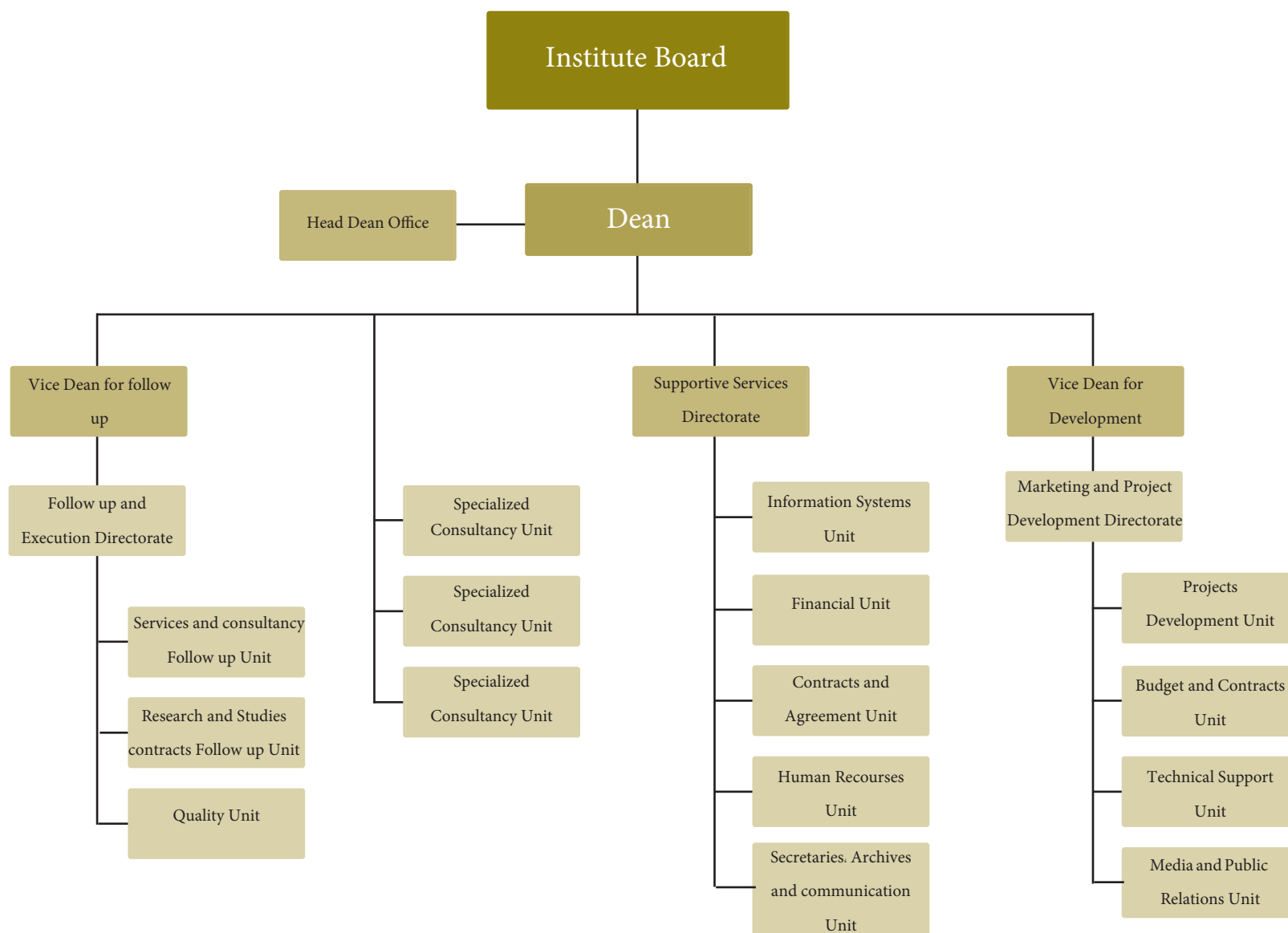
- 1-General supervision of the work of KAISC, designing policies and securing its needs.
- 2- Signing the contracts to conduct studies or consultancy services by the institute
- 3- Authorize disbursement of the advance payments for projects supervisors (not more than two hundred thousand Riyals)
- 4-Approving compensations and rewards for researchers, consultants, researchers' assistants, technicians, and projects and studies supervisors according to the project's plan, and in accordance with the financial regulations of the institute and the observed rules in the university.
- 5-Direct delegation to preparation of offers, technical and financial proposals with no more than fifty thousand riyals
- 6-Authorize disbursement of marketing incentives for those who mediate to bring projects to the institute (1-3%) from the budget of the project and not exceeding 100000 SR.
- 7- Authorize disbursement of the advance payments for projects supervisors (not more than two hundred thousand Riyals)
- 8- Approval of appointing part-timers consultants to monitor quality
- 9- Suggesting ways and means to provide research and consultancy services in a way that is suitable to private and public sectors
- 10-To grant emergency leaves and regular workers in coordination with other departments in accordance with the rules and regulations and coordinate the scheduling of leave as is compatible with the requirements and workload.
- 11- Informing Staff faculty and employees rectorate about vacant jobs so that the rectorate take what is needed and advertise the jobs in the newspapers
- 12- Approving the preliminary contracts to be finalized by the Staff faculty and employees rectorate
- 13- Informing about the commencing and work leaving of the center's personnel.

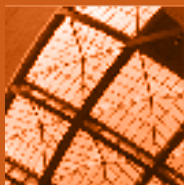
14- Signing certificates that should not be experience certificates or letters of thanks.

15- Direct communication with ministries and governor departments in all matters related to the deliberation of his duties.

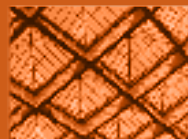
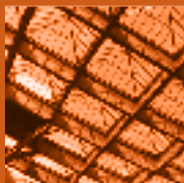
Assessment & Accreditation Management**Tasks:**

- 1- Building a vision and mission regarding academic assessment and accreditation in the university.
- 2- Setting short and long-term goals for the assessment and accreditation project.
- 3- Develop general framework for a timetabled strategic plan of implementation of this project.
- 4- Setting general criteria for self-assessment to be applied by all faculties in the university.
- 5- Approve plans and budgets proposed by the faculties which are already examined based on strict controls.
- 6- Provide financial and human resources based on the proposed budgets by each college.
- 7- Make assessment of reports required from the faculties.
- 8- Assume the responsibility of external communication with interested institutions after securing proper authorization.
- 9- Promote the concept of quality culture in the university.
- 10 - Approval standard leaves and emergency leaves and provide the Dean-ship of faculty and staff with the necessary data to complete the procedures.
- 11- Direct contact with ministries and government departments.





Vice Rector for health Specialties



Vice Rector for health Specialties

Vision:

To become distinguished centers in medical and health education through creative education and research methods.

Mission:

Health colleges play a central role to qualify human resources with the highest international standards.

Tasks:

The vice Rector assists H. E. the Rector of the University in all issues that can help the university to achieve its academic objectives, therefore he is assigned the following responsibilities:

- 1-Overall supervision of the activities of the departments associated with him, and proposing anything that will ensure the advancement of its work. Also working to meet their needs to achieve the best performance.
- 2- Supervising all programs and specialization in colleges associated to him
- 3-Approval of appointing staff doctors to participate in medical committees inside the Kingdom
- 4- Approval of the requests submitted by the public entities to receive help from staff to deliver non-curricular activities or participate in scientific research for a limited period without wage, provided that it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.

- 5 - Approve the participation in the exams, discussion of the M.A and PhD dissertations in various universities and colleges inside the Kingdom provided it will not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
- 6- recommending increments in salaries of expatriates within the limits following the approval the concerned departments .
- 7- Coordination with his Excellency the vice rector to improve the performance of the university hospitals
- 8- Coordination with his Excellency the vice rector for development and quality in academic accreditation
- 9- Coordination with his Excellency the vice rector for academic affairs for suggesting curriculum , books and references
- 10- Supervising the management of the centers of university studies for Girls in accordance with rules and regulations
- 11- Approve postponement of staff and lecturers for the regular vacation in accordance with the policy
- 12 - Authorize the disbursement of the advance payment for units associated with it, according to the specific purposes of his predecessor and the rules, except for furniture and cars.
- 13-Approval of direct purchases for not more than five hundred thousands riyals except for cars and furniture
- 14 – Approve spending from the warehouses of the departments affiliated with him.
- 15- Preparing the five year plan for the units associated to him
- 16-Preparing the annual budget plan in accordance to the five year plan for the units associated to him
- 17- Follow up items related to the budget and filing the required reports to the related bodies

18- Approval to work outside official working hours (overtime) to no more than thirty days

19- Sign the testing and receiving memos and the installation minutes and delivery of custody.

20- Approval of the secondment within the Kingdom, not more than ten days and to provide the Faculty Member Affairs with a copy of the resolution.

21 - Approval standard leaves and emergency leaves and provide the Dean-ship of faculty and staff with the necessary data to complete the procedures.

22- Signing certificates that should not be experience certificates or letters of thanks.

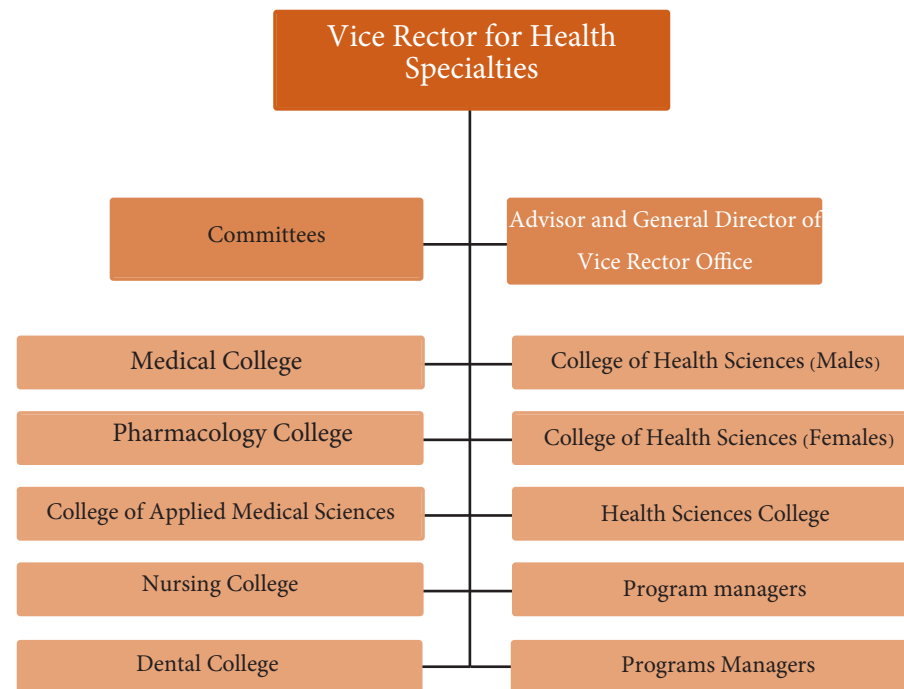
23- Direct contact with ministries and government departments.

The following units are associated with the Vice Rector for health Specialties:

1-Health colleges

2-Health Institutes

Rectorate for Health Specialties



College of Medicine

Vision:

1. We are committed to capitalize on our rich history of being the first and largest medical school in Saudi Arabia. We will continue to improve and to produce physicians with current evidence based knowledge, modernized effective skills, and positive learning attitudes to deal effectively with the health challenges of the Kingdom of Saudi Arabia today and in the future in a holistic approach taking in consideration prevention, public education, and therapy. Our graduate physicians will be strongly adherent to their ethical code, will be independent, lifelong learners, and will perform research in areas relevant to the needs of their society.
2. Our staff will also be creative in exploring new areas in the science of Medicine and related sciences, generating new ideas, testing new concepts, and applying science for the benefit of mankind.
3. Our doctors and supporting staff will give exceptional care to all patients attending the university hospitals and will be leaders in promoting health in the community.

Mission:

The College of Medicine is committed to:

1. Train outstanding physicians who have wide evidence based knowledge, effective skills, high standard ethics, and lifelong commitment to learning and development.
2. Produce world class research that is innovative and relevant to the community.
3. Provide state of the art medical care to our patients and promote health in our community

General Aims:

1. To create an environment capable of producing physicians who are effective in making a positive difference regarding health care in Saudi Arabia.
2. To run excellent postgraduate studies and training programs that produce outstanding medical scientific and medical clinical specialists able to deliver on an international level.
3. To achieve a culture of lifelong learning by running effective and continuing medical education and self-development programs that involve all staff.
4. To contribute effectively in advancing medical science through outstanding medical research.
5. To provide outstanding and caring medical services to patients attending university hospitals.

Objectives:

Specific Objectives related to undergraduate Medical Education:

Specific Objectives related to postgraduate Medical Education:

Objectives related to learning the learning environment:

Objectives related to research:

Tasks:

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
- 2 - Approve the participation in the exams, discussion of the M.A and PhD thesis in various universities and colleges inside the Kingdom provided not to affect the performance of the staff of their faculties, nor shall the university bear any financial costs.

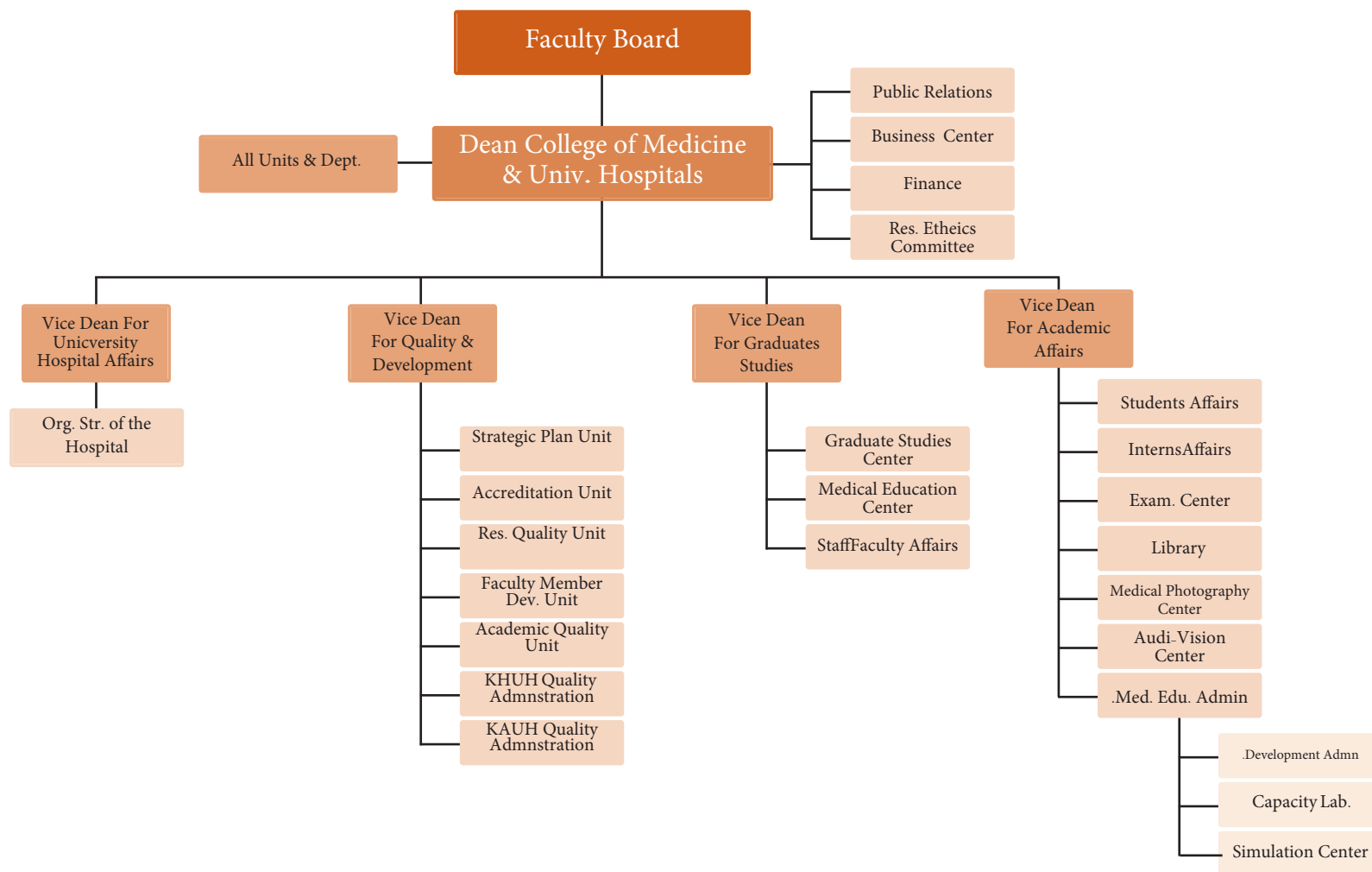
- 3- Recommending to postponed the vacation of the staff, demonstrators and lecturers
- 4 - Approval of the payment of bonus to professor who assigned from outside the university to participate in the evaluation study plans or checking master's or doctoral thesis
- 5 – Give approval to the management of procurement and stores to buy direct from the college or institute funds with no more than two hundred thousand riyals for each purchase order for equipment and scientific instruments, and within the limits of one hundred thousand riyals for each purchase order, other than that , with the exception of office furniture that does not come within this power
- 6 - Authorize the disbursement of the advance payment for College - according to the rules of exchange of the advance payment with the exception of office furniture and cars.
- 7 - Approval to grant regular and emergency leaves and to be completed by the Deanship of faculty and staff - in accordance with the university system
- 8- - The signing of certificates and IDs to all employees of the college or institute except certificate of expertise or letters of thanks
- 9 - Direct contact with ministries and government departments and others in all matters related to their duties

Departments:

- Department of Anatomy & Cell Biology
- Anesthesia
- Biochemistry
- Dermatology
- ENT
- Family and community Medicine
- Medicine
- OBS- Gynecology
- Orthopedics
- Pathology
- Pediatrics
- Pharmacology
- Psychology
- Physiology
- Radiology
- Surgery



College of Medicine & Univ. Hospitals



College of Dentistry

Mission

Our mission is to educate competent students in the art and sciences of dentistry, to contribute significantly to scientific research and be committed to community services.

Vision:

Our vision is to be the leading dental college in the kingdom both locally and regionally, in dental education, scientific research and community services.

Goals:

- To offer a high standard of dental training by providing a 1 faculty to 6-8 students ratio in all clinical and pre-clinical courses.
- To adopt new teaching methods and technologies with continuous update and reform of the curriculum using international standards as guidelines.
- To have a facility with state-of-the-art equipment and adequate space to provide teaching research and patient care.
- To restructure the departments into smaller coherent units to improve their efficiency.
- To establish and/or expand the role of the units for quality assurance in dental education, research and patient care.
- To get international external verification of our academic institution within five (5) years.
- To expand the graduate studies programs to incorporate more students and more specialties and higher degrees.
- To work with government institutions to solve the current issues pertaining to matching higher degrees rendered by the school to career rankings.



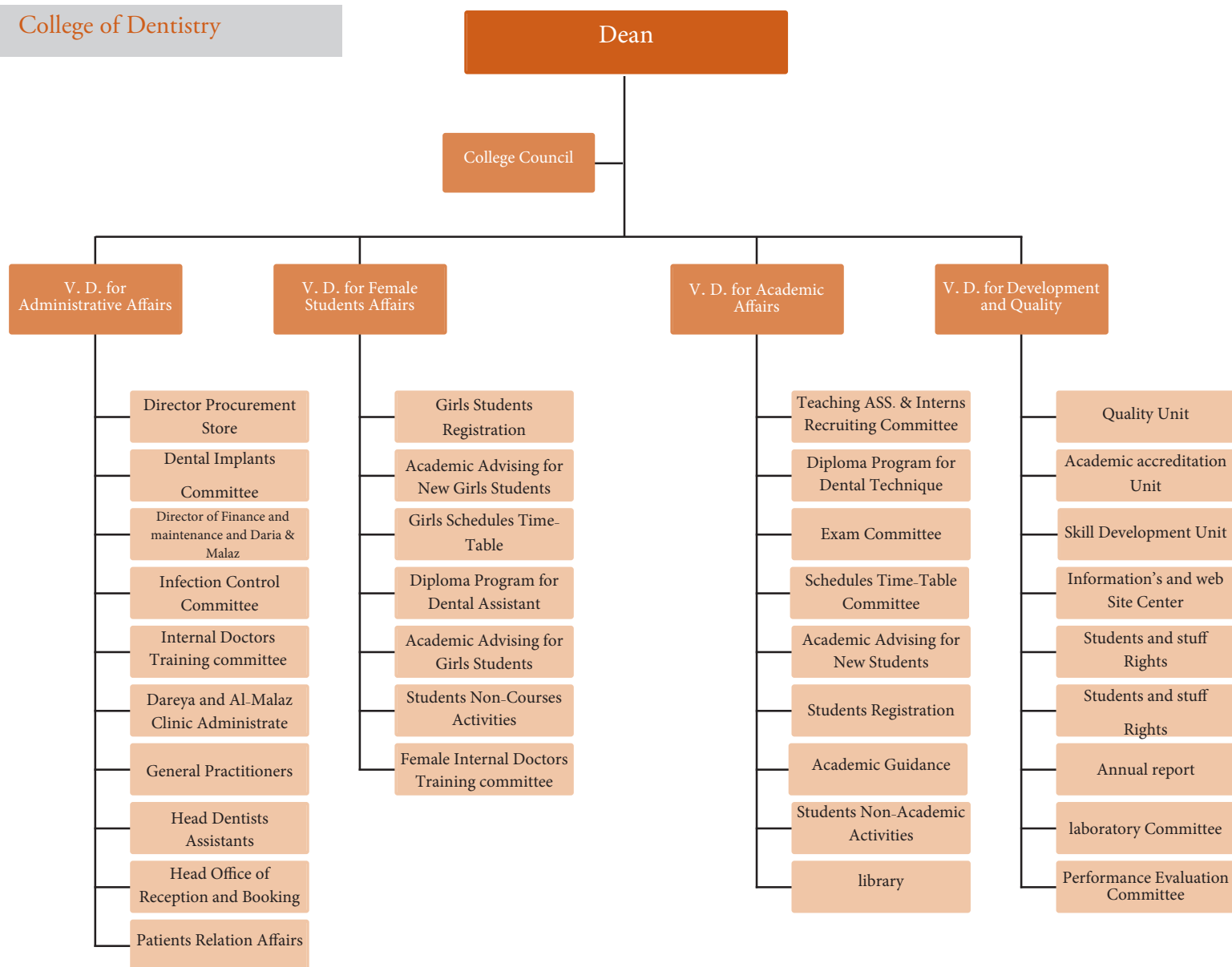
Tasks

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Departments:

- Restorative Dental Sciences (RDS) Department
- Maxillofacial Surgery & Diagnostic Sciences (MDS) Department
- Preventive Dental Sciences (PDS) Department
- Prosthetic Dental Sciences (SDS) Department



College of Pharmacy

The College of Pharmacy was established in 1959 (1379 H), two years after the foundation of King Saud University (Formerly known as Riyadh University). A four- year pharmacy curriculum was adopted, with an enrollment of seventeen students in the first year, who commenced their studies under the guidance of three faculty members in four departments, namely, Pharmaceutics, Pharmacology, Pharmacognosy and Pharmaceutical Chemistry.

By the first semester of 1979-1980 (1399-1400 H), there were 35 faculty members and more than 350 students enrolled in a five-year program. This academic year witnessed the establishment of the Department of Clinical Pharmacy as the fifth department of the college. Since its foundation, the College of Pharmacy is continuously updating its curriculum, to keep pace with the rapidly evolving pharmacy profession. In 1975 (1395 H), new patient oriented courses were introduced, while in 1979 (1399 H) a new curriculum emphasizing the pharmacist's role in patient care was adopted, encompassing the expansion in clinical pharmacy and other supporting courses.

In 1993 (1413 H), a new curriculum consisting of 10 one semester levels was adopted. The basic health science courses were reduced to 14 credit hours, offered in the first level. The student chooses one of the professional areas (20 credit hours), offered in the ninth level. In the tenth level, the student receives training in various areas of the pharmacy profession. In 1982 (1402 H), a curriculum for graduate studies was adopted, for the M.Sc. degree in various departments. The college departments are involved in the continuous evaluation of their graduate programs to keep up with the developments of various fields.

In addition to teaching responsibilities, the faculty members in various departments are actively involved in research. A number of modern sophisticated equipments operated by well trained personnel are available for supporting such research activities.

Tasks:

- 1 - Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided not to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
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Departments:

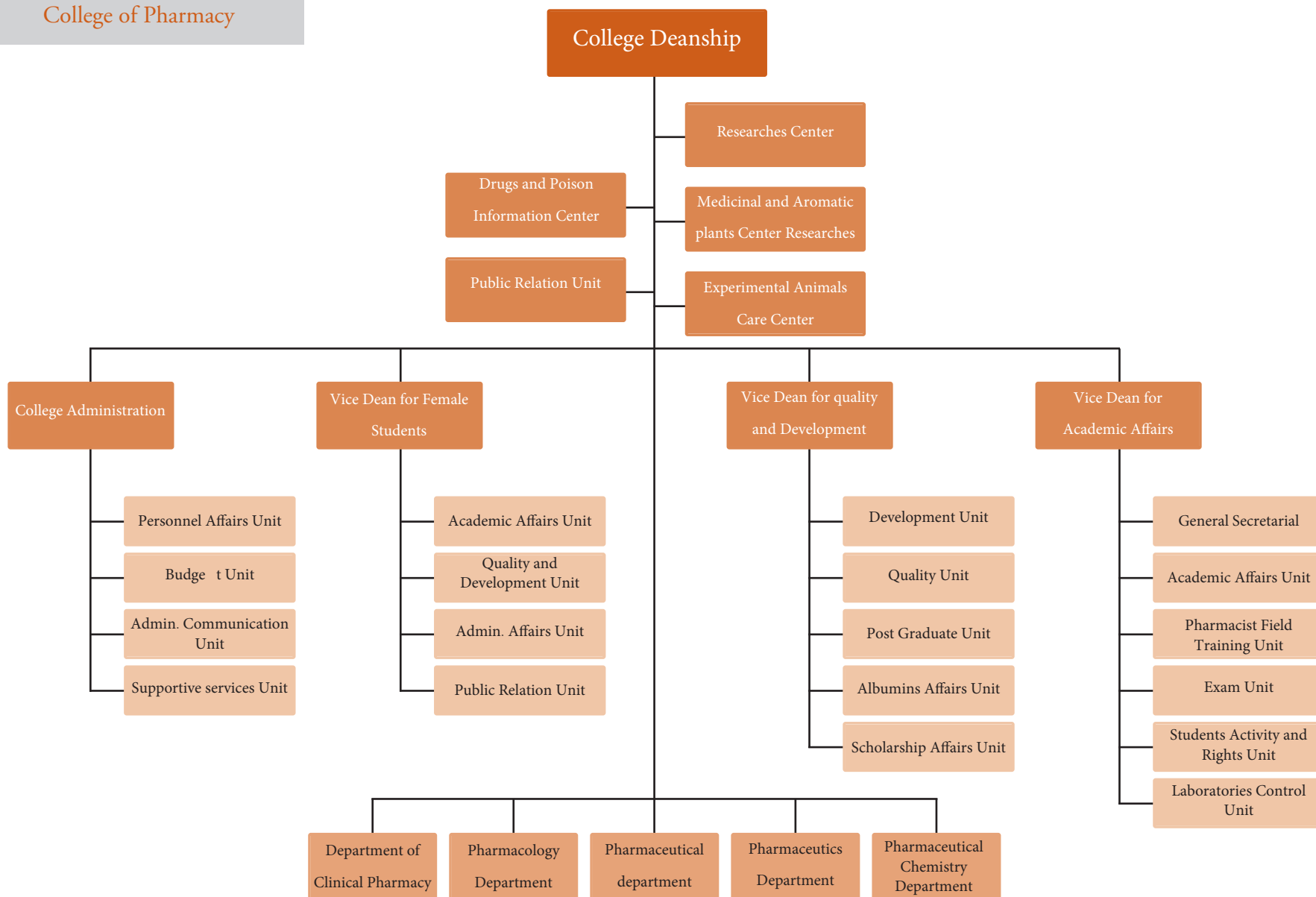
- 1- The department of Clinical Pharmacy
- 2- The department of Pharmacognosy
- 3- The department of Pharmaceutical Chemistry
- 4- The department of Pharmaceutics
- 5- The department of Pharmacology

Laboratories and Research Centers:

- Drug and Poison Information Center
- Medicinal, Aromatic and Poisonous Plants Research Center
- Animal Care Center
- Medicinal plants Glass house
- Radioisotopes Lab.
- Tablets Manufacturing Unit



College of Pharmacy



College of Applied Medical Sciences

Vision:

Regional leadership with global reputation in the field of applied medical sciences

Mission:

To contribute in the promotion of the health sciences of the Saudi community through producing qualified professionals with the ability to compete internationally in applied medical professions, to provide an environment that encourages learning and creativity, and to produce scientific research that contributes in building the knowledge society

The Departments

Presently, the College has seven departments, administering 13 programs in different fields of allied health, each leading to a baccalaureate degree and to three Master degree programs:

Programs Leading to Baccalaureate Degree:

1. Biomedical Technology
2. Clinical Laboratory Sciences
3. Community Health Sciences:
 - i. Clinical Nutrition
 - ii. Environmental Health
 - iii. Health Education
 - iv. Administration of Health Services
 - v. Administration of Medical Records
4. Dental Health
 - i. Dental Hygiene
 - ii. Dental Technology
5. Optometry
6. Radiological Sciences

7. Rehabilitation Sciences

- i. Physical Therapy
- ii. Speech and Hearing Therapy
- b) Programs Leading to M. Sc. Degree
 1. Clinical Laboratory Sciences
 2. Clinical Nutrition
 3. Physical Therapy

Tasks:

- 1 - Approval of the request of government agencies to make use of the college faculty members to give informal lectures or participation in the activity of scientific research for a short period in free of charge services without affecting their responsibilities in their college and without putting any financial expenses on the university
- 2 - To approve the participation of faculty members in college exams and in assessing Masters and Doctorate thesis in universities and colleges in the Kingdom without affecting their responsibilities in their college and without putting any financial expenses on the university
- 3- Recommending to postponed the vacation of the staff, demonstrators and lecturers
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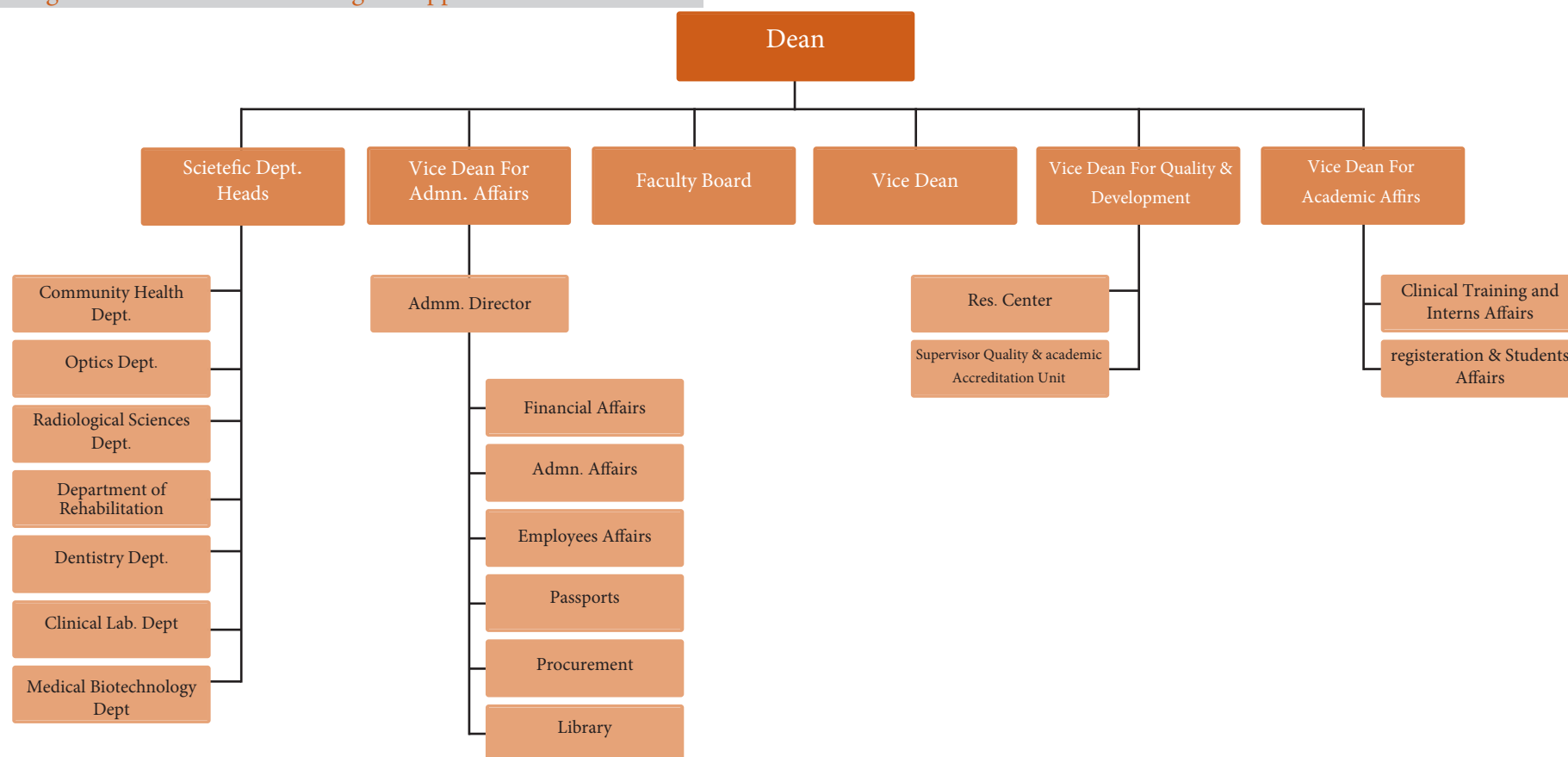
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9 - Direct contact with ministries and government departments and others in all matters related to their duties

Departments:

- Biomedical Technology
- Clinical Laboratory Sciences
- Community Health Sciences
- Dental Health
- Optometry
- Radiological Sciences
- Rehabilitation Sciences

Organizational Structure -College of Applied Medical Sciences



College of Nursing

Vision:

To provide an educational program with a high quality that will enable the acquisition of knowledge and skills they need to become specialized nurses, by developing of their intellectual, spiritual and religious capabilities

Mission:

Providing high quality programs that enable graduates to acquire the needed skills and knowledge to become specialized nurses, and capable to provide health services to patients and to meet the needs of health facilities in this area

The main objectives of the College of Nursing are as follows:

- 1- Training nurses to care for patients according to the academic standards in the field of nursing.
- 2- Providing educational experiences leading to the absorption of knowledge that is taught during the academic programs.
- 3- Deepen the understanding of students in advanced nursing skills in providing nursing care in a comprehensive and accurate health care.
- 4- Development of problem-solving skills and multi dimensional health problems that would enable students to have a better perception and analysis and interpretation.
- 5- The preparation of students to offer comprehensive health care for individuals and groups in accordance with Islamic principles.
- 6- Develop the capacity to judge the clinical case through scientific inquiry, critical thinking and logical analysis.
- 7- Develop the skills of continuous learning, personal and professional development to cope with the rapid progress of science and knowledge

Tasks:

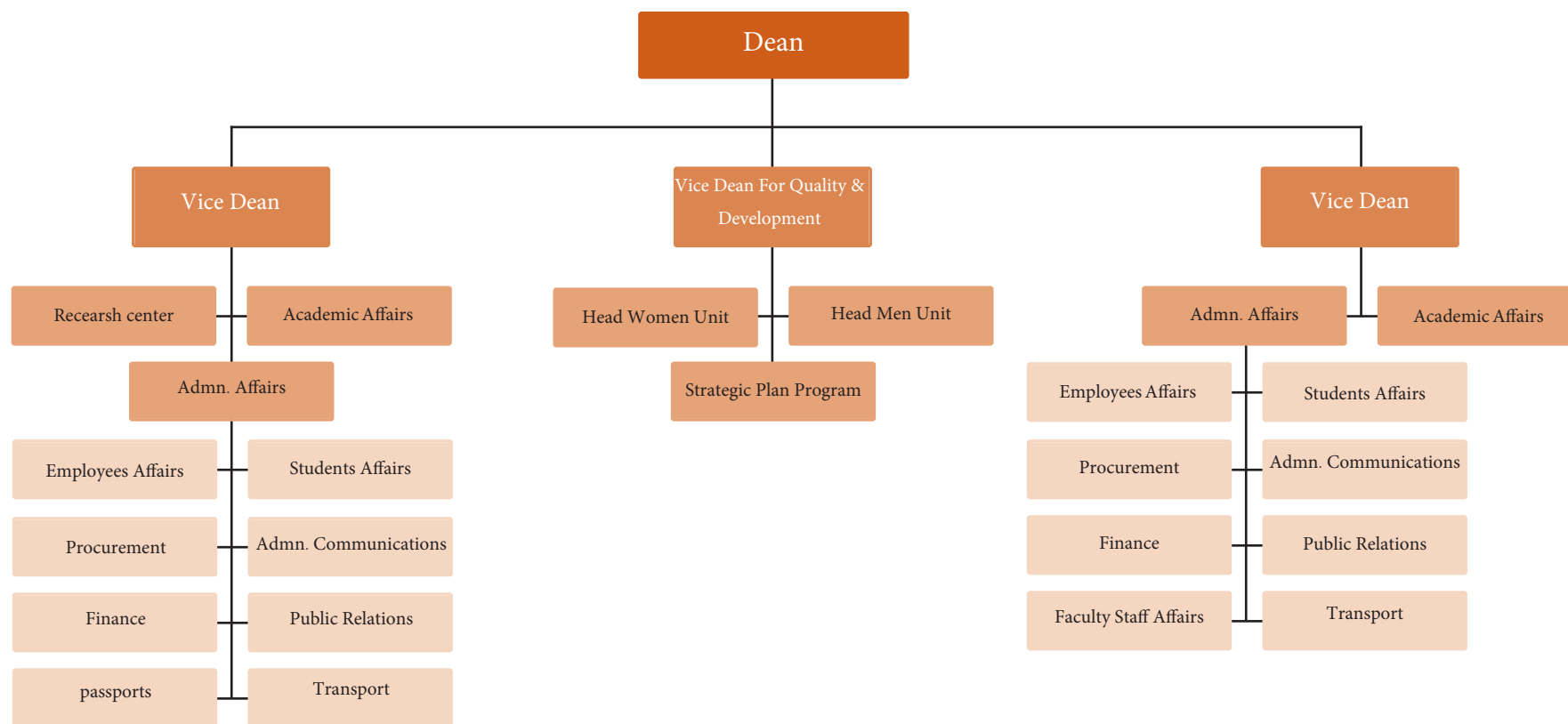
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Nursing includes the following academic departments:

Department of Internal Medicine Surgical Nursing
 Department of Health Nursing Maternity and Childhood
 Department of Community Health Nursing and mental health and
 mental Management and Nursing Education

Nursing College



College of Health Sciences For Males (Riyadh)

Vision

Preparation of nationally competitive graduates who are highly qualified and trained and are able to compete in providing the finest health services.

Mission

Prepare and qualify the Saudi youth to work according to the highest academic standards. Providing them with modern knowledge and advanced skills with values and positive attitudes towards work.

Objectives

- 1- Increase the level of student enrollment.
 - 2- Prepare Saudi professionals with a high degree of technical competence, to meet the Need in health services.
 - 3-Re-Qualifying health institutes graduates
 - 4-Communicate with the community by providing educational programs and field visits
- Aim To raise the level of a culture of Saudis Public health.

Tasks:

- 1 - Approval of the request of government agencies to make use of the college faculty members to give informal lectures or participation in the activity of scientific research for a short period in free of charge services without affecting their responsibilities in their college and without putting any financial expenses on the university
- 2 - To approve the participation of faculty members in college exams and in assessing Masters and Doctorate thesis in universities and colleges in the Kingdom without affecting their responsibilities in their college and without putting any financial expenses on the university

3- Recommending to postponed the vacation of the staff, demonstrators and lecturers

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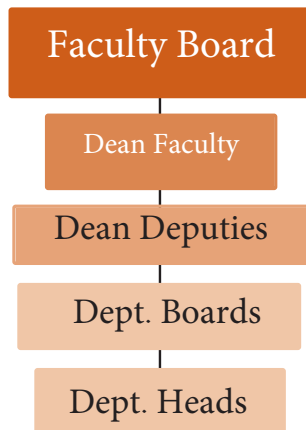
9 - Direct contact with ministries and government departments and others in all matters related to their duties

Departments

- 1-Health Facilities Management
- 2-Clinical Laboratories
- 3-Pharmacy
- 4-Clinical Nutrition
- 5-Medical Emergency Services
- 6- Radiological Sciences



Males Health Sciences College

*College of Health Sciences for Women (Riyadh)****Vision:***

Graduating qualified health cadres to provide health care services with international standards ; the college also seeks to develop programs for the award of the bachelors degree of specialization

Mission:

Preparation of health cadres in various health disciplines in an academic environment based on the development of advanced critical thinking and problem-solving skills and the application of research

Goals

- 1 - Raise the level of technical expertise and professionalism of students to graduate professional technicians with high level of efficiency to help them keep pace with the rapid advances in the health sectors in the Kingdom and to meet current and future needs of the national labor force
- 2 - double the number of graduates in the technical and achieve self-sufficiency of qualified Saudi professionals
- 3 - Improving the educational level of technical cadres of health in line with the increased responsibilities that they would bare
- 4 - opening up new educational opportunities and vocational education of the for secondary schools graduates in the health sciences
- 5 - providing educational opportunities for graduates of Health Institutes to elevate their level of practical and vocational skills
- 6 - Development of technical skills and sense of belonging to students and giving them functional behavioral patterns through field exercises
- 7 - to influence the environment around the College to raise health awareness among the citizens (seminars, lectures, and visits exchange)

Tasks:

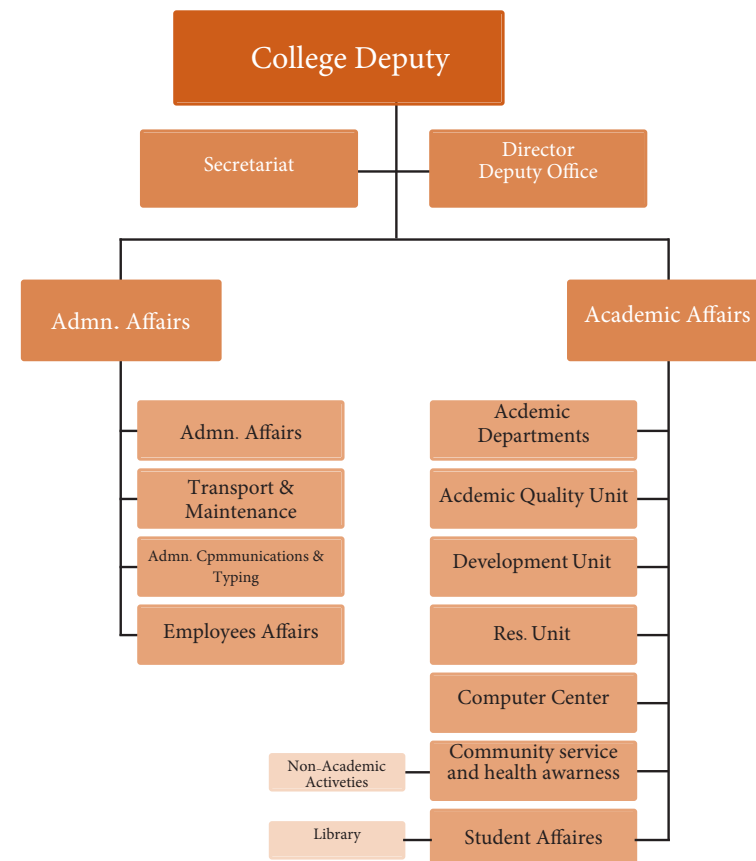
- 1 - Monitoring progress of work in Departments and follow-up of financial and administrative issues

- 2 - Control of the regularity of the employees
- 3 - Checking the complaints referred
- 4 - participate in the committees of the Special Investigation
- 5 - Prepare periodic reports on the activities of the College and Departments and its achievements
- 6 - Make sure that the faculty member using the halls recorded
- 7 - to emphasize the seriousness of the faculty member teaching from the first week of the start of the semester
- 8 - Follow-up of maintenance work in the college building
- 9 - Follow-up campaigns for the various college departments and to identify shortcomings and work to correct it
- 10 - Preparation of procedures for the Department's work and work
- 11 - Evaluating the educational process in its various aspects and to identify problems and obstacles
- 12 - Follow-up to the students and encourage them to develop their skills and encourage those who have the skills
- 13 - Follow-up the student monthly allowances and disbursed in a timely manner
- 14 - Take Initiative on the proposal of the training programs needed to improve the educational process and improve the performance of a faculty member staff
- 15 - proposed renewal or termination of contracts for contractors of faculty staff

Departments:

- 1-Nursing
- 2-Oral Hygiene
- 3-Medical Records

Organizational Chart- Health Sciences College for Girls



Prince Naef Center For Medical research

Education, Learning and Calibration in Health Colleges

Tasks:

- 1 - Development of education strategies in accordance with recent trends
- 2-Developmentofteachingmethodsandreducerelianceonthelecturesstyle
- 3 - Study the current methods of testing to develop it to achieve the objectives of the education process
- 4 - Continuous evaluation of the educational process and the methods of measurement

Bridging Program

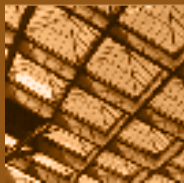
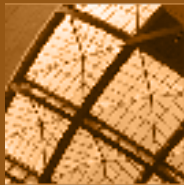
- 1 - Coordination with all the colleges and departments, relevant to the Bridging
- 2 - Director participates in the committees concerning the program of Bridging
- 3 - Contribute to conduct studies to examine the need for bridging the disciplines in the various health
- 4 - Continuing a program of Bridging disciplines in the various health
- 5 - Develop an operational plan of action in coordination with the relevant authorities for each discipline separately
- 6 - Raising draft conventions pain

Students Guidance Program

Tasks:

- 1 - Management of the program that includes planning, organization and development of the work to achieve the goals of the program
- 2 - Development of strategies for counseling students in the colleges of health in accordance with recent trends
- 3 - preparation of operational plans for guidance in the Student Health Colleges
- 4 - Preparation of administrative systems and mechanisms for students counselors
- 5 - Study and suggest ways in treatment and prevention of problems and negative behaviors and academic and educational obstacles faced by students
- 6 - Paying attention to gifted and talented students and new students and to enhance their abilities and provide them with assistance
- 7 – Issuing brochures and pamphlets academic guidance to serve the objectives of the program





Vice Rector for Knowledge Exchange and Technology Transfer

Vice Rector for Knowledge Exchange and Technology Transfer

Vision:

To lead in building a culture of knowledge for sustainable development and localization of technology.

Mission:

1. Building knowledge and sustainable development culture in the society and contribute in building knowledge economy.
2. Taking the university to regional and international excellence through especial partnership and enhancing creativity and innovations
3. Cooperation with local and global knowledge-based institutions and experts
4. Establishing development programs to upgrade the university and coping with the change
5. Integration with various units of the university in order to upgrade the university to the ranks of distinguished universities regionally and globally, and promoting a culture of knowledge in the community
6. Transfer of technology from the university to the community within the university.

The Vice President for Knowledge Exchange and Technology Transfer assists the University Rector in all that would help the university achieve its goals in research. He is entrusted with the following:

- 1 - The overall supervision of all programs and disciplines associated with him, to ensure advancement of work and work to meet their needs to the fullest.
- 2 - Strengthening the link between King Saud University, as a scientific research investment sector and industries sector in the area of research and development and activate the idea of the university to enter as a partner in research and studies.
- 3- Supervision of Riyadh Valley technology program and implementa-

tion of its plans and objectives.

- 4 - Strengthening public/private partnership in supporting and funding research at the University through the Scientific Research Chairs Program.
- 5- Finding additional income to the University through the benefit of Riyadh Valley technology program and attract people with outstanding research ideas and help them develop their ideas, and to transform these ideas into successful projects with added value to the Saudi economy.
- 6- Putting a strategy for licensing and marketing high marketing value innovations
- 7 - The signing of memoranda of receipt and inspection and records of installation and the transfer of the Covenant
- 8- Approve spending from the warehouses of the departments affiliated with him.
- 9- Delegating the Department of Procurement and Warehouses to perform direct purchases for an amount that does not exceed S.R. 5000 per purchase request, except furniture and vehicles.
- 10- Authorize disbursement of the advance payments for units associated with him according to the policies thereof with the exception of furniture or cars
- 12- Approving secondment in side the Kingdom for not more than ten days and raising this to the president of the university.
- 13- Approval to grant ordinary, urgent, and special leaves for employees of departments connected to him, along with informing the General Management of College and Employee Affairs in order to complete the procedures according to the rules.
- 14- Signature of introduction certificates, provided they are not experience or appreciation certificates
- 15- Communicating directly with ministries and governmental departments regarding all things under his authority.

The following units are linked to the Vice Rector for Knowledge Exchange and Technology Transfer

- 1 - The center of university studies for women
- 2 - The center of university studies for women
- 3 – Centers of Excellence research program
- 4 - Riyadh Gallery Program for knowledge
- 5 - Program of the knowledge society
- 6 – Translation center
- 7-Population studies center
- 8 - - Nobel Laureates Program
- 9- creative Program
- 10 - Program of intellectual property rights
- 11 - Program of Prince Sultan bin Abdul Aziz, the global research excellence

Vice Rector for Knowledge Exchange and Technology Transfer



Translation Center

The center Vision and Mission:

The Translation center at King Saud University is a management device designed to meet the needs of the University of textbooks and research references, and meet the needs of the community of useful cultural books and the translation of the latest publication from the developed communities in science, techniques and knowledge in various fields of knowledge. To achieve this vision, the Center is doing all that will help in the implementation of the objectives assigned to it.

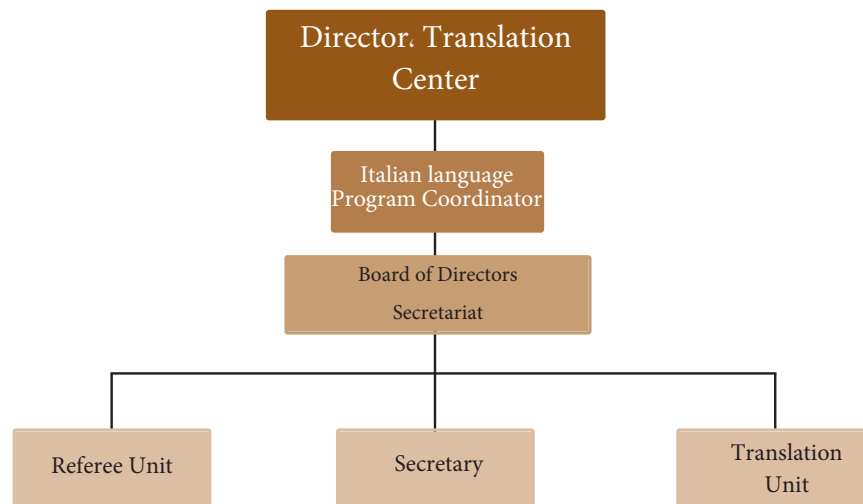
Objectives of the Center:

- 1- To encourage the teaching staff to translate books, references and research.
- 2- To encourage and support the movement of translations into the Arabic language, and to standardize, unify, and disseminate terminologies.
- 3- To set a schedule for the translation of textbooks and references into the Arabic Language for both undergraduate and graduate levels.
- 4- To translate major scholarly periodicals or pertinent research papers.
- 5- To translate valuable Arabic books and research into foreign languages.
- 6- To translate into Arabic classical scientific works whose Arabic originals were lost.
- 7- To compile dictionaries of specialized terminologies in collaboration with academic departments and similar institutions.
- 8- To develop computer applications for translation and terminology development.
- 9- Provide translators with advice on various translation aspects.
- 10- Assign experienced translators to evaluate the translation and the merits of the translated works. When the translation is approved, the center then recommends the University regarding its publication.

Tasks:

- 1- Administrative and financial management of the center
- 2- Approval to grant ordinary, urgent, and special leaves for employees of the center, along with informing the General Management of College and Employee Affairs in order to complete the procedures according to the rules.
- 3- Informing about the commencing and work leaving of the center's affiliates.
- 4- File to the general administration of college and employees affairs about the internal and external needs so that it can be advertised on the newspapers.
- 5- Finalization of preliminary contracting and in case of the desire to contract send the papers to the deanship of Members of College and Personnel Affairs about the accredited posts that shall be fulfilled;
- 6- Approve spending from the warehouses of the departments affiliated with him

Organizational Structure of the Translation center



Centers of Research Excellence Program

Vision;

International leadership in scientific, technical and strategic fields

Mission:

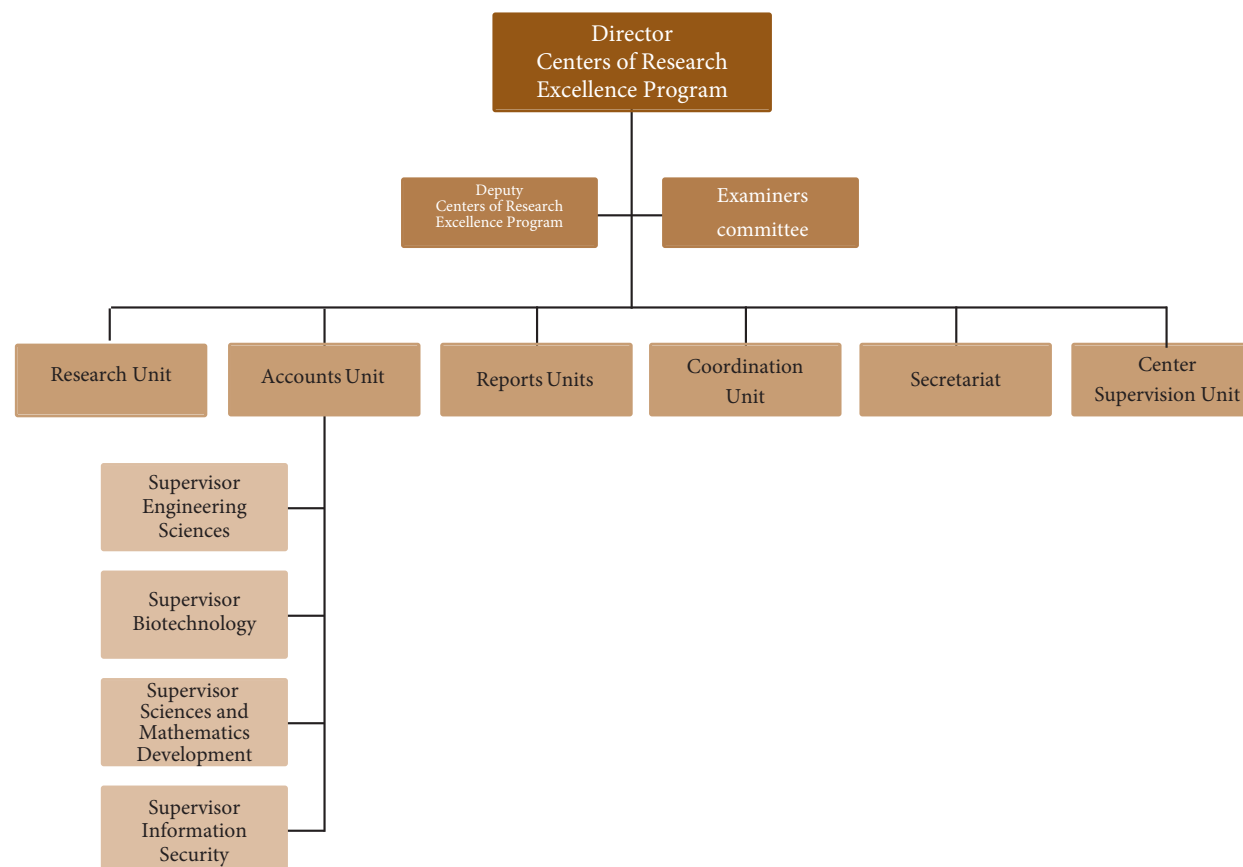
Establishing excellence research center with international standard and make the most of it in building knowledge society and work to build conducive environment for creativity that enable it to upgrade its capacity to implement its current and future work plans.

General Objectives:

Follow up the work in the excellence centers and removal of obstacles, to be a link between the university and the centers to make sure of implementing the goals of the centers and to confirm the harmony between the centers inside and outside the university to achieve the strategic national objectives.



Centers of Research Excellence Program



National Center for Youth Studies

Vision:

Pioneering research in youth issues, and excellence in proposing solutions and quality programs that meet their different needs

Mission:

Active participation in research on youth, and provide scientific advice and research of the highest levels of professionalism and work to progress the level of young people to participate effectively in the various fields of development

Goals:

- 1) Conduct studies and specialized scientific research in various youth issues, whether by specialists at the Centre or in collaboration with other specialist research organizations.
- 2) Monitor and study the youth social issues, phenomena and problems and their expected impact and develop the required proposals and recommendations.
- 3) Conduct assessment researches to identify the points of weakness and points of strength and make the required recommendations and practical and scientific solutions for them.
- 4) Conduct a study on a national youth project aiming to strengthen the aspects of the care needed for young people and how to deal with their issues.
- 5) Establish information and databases for everything related to youth in Saudi Arabia, updating them regularly and exchanging them among all parties interested.

Riyadh Knowledge Corridor Program

Vision:

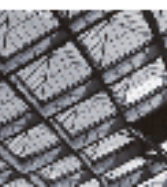
Effective System with the open scientific and technical capability to be placed for community service

Mission:

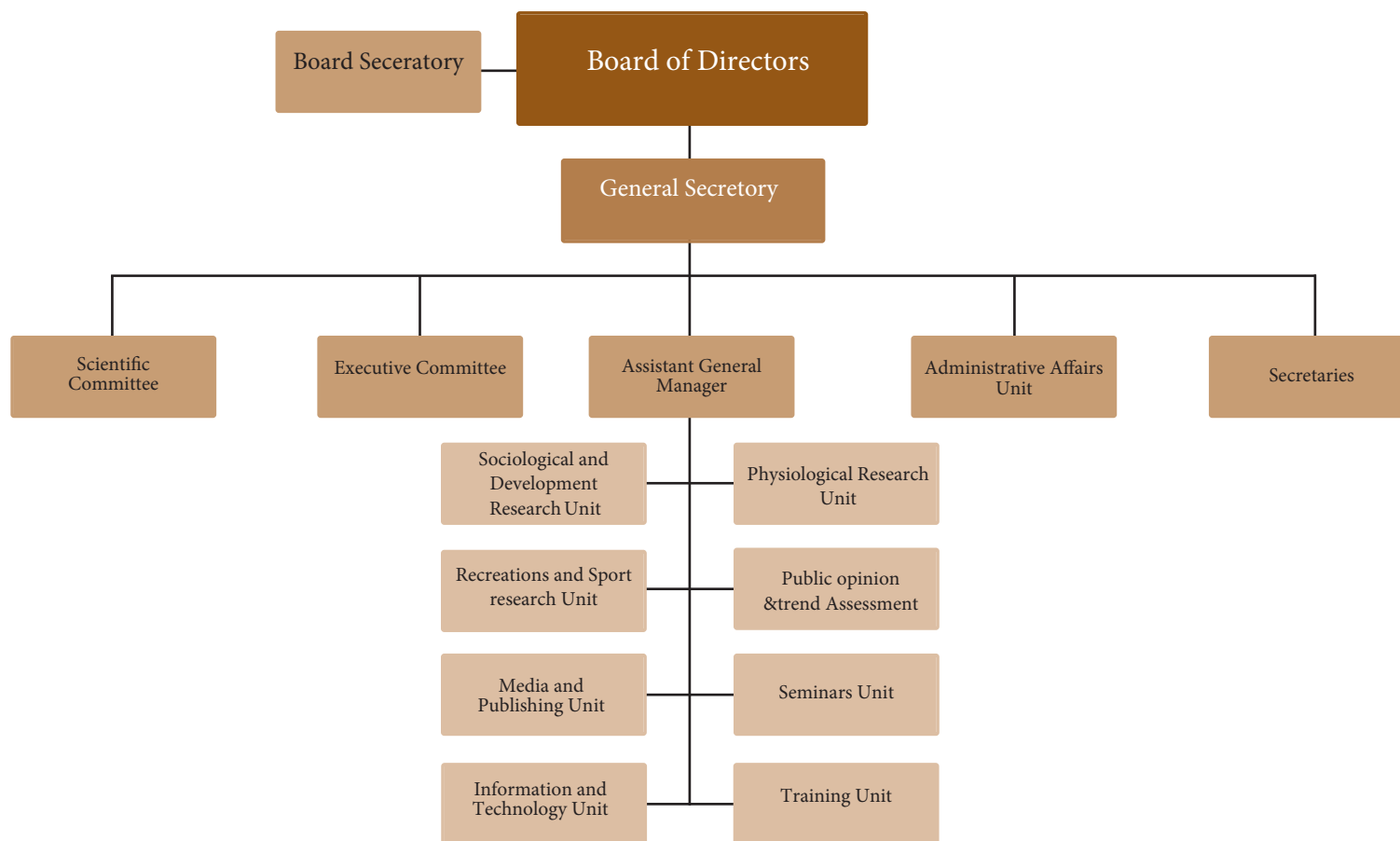
Positive employment of knowledge in the service of quality life and society, through the creation of an integrated alliance between the various sectors of the knowledge and create a stimulating environment for interaction between these sectors and segments of local and international community

Goals:

- 1 - Encourage knowledge-based industries and strengthening their competitiveness
- 2 - A true and effective partnership in knowledge sources
- 3 - To facilitate access to information and service support
- 4 - Find distinctive job opportunities for the generation of knowledge
- 5 - Creating attracting zone for the various segments of society



Organizational Structure - National Center for Youth Studies



Knowledge Society Program

Vision:

The “Knowledge Society Program of King Saud University” looks forward to contributing to a society with high knowledge sense, distinguished knowledge skills, effective knowledge partnership, and wise path of continuous development.

Mission:

Achieving complementarity with the various units of the University in order to promote it to the level of distinguished universities regionally and internationally, and to activate the culture of knowledge across society through:

1. Launching developmental programs to meet the challenges of the latest developments in our times.
2. Cooperating regionally and internationally with knowledge institutions and experts.
3. Transferring technology from the University to the community after establishing it within the University.

Objectives:

Program Objectives

- 1-Stimulate an intuitive sense of knowledge among the citizens of this country and enable those concerned in the various fields of knowledge, individuals and institutions alike, to interact with world-class experts, make maximum use of pertinent means and contribute to achieving the desired change. The Program objectives make part of four core areas:
 - 2-Stimulating awareness and an intuitive sense of knowledge among the public
- The Program aims at stimulating awareness about a knowledge-based

society, nurturing an intuitive sense of knowledge and creativity among the citizens, and encouraging them to interact with the other to bring about the change. The Program features a set of effective tools to carry out its transformational agenda:

3-Knowledge expertise and the implementation of its role

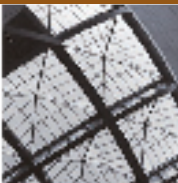
The Program is focused on knowledge expertise and the implementation of its role in society as well as on exploiting international achievements in this regard. The instruments utilized in this endeavour include the following:

4-Knowledge Partnership and Joint Collaboration

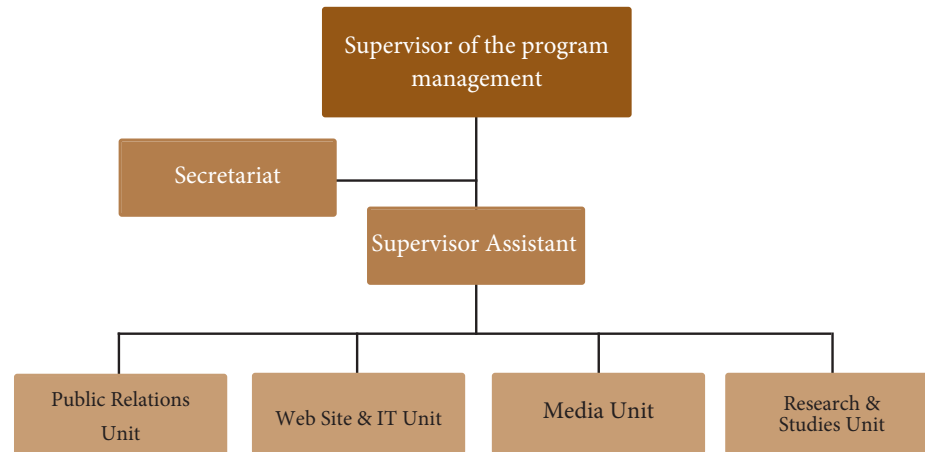
The Program is geared toward bringing about partnership among the various knowledge institutions amenable to integration of their diverse activities and the reciprocation of their effects as well as to their contribution in the development process.

Tasks:

- 1-Contribute in Knowledge awareness
- 2- Enhance knowledge partnerships
- 3-Conducting research and give consultancy in knowledge issues



Knowledge Society



Nobel Laureates Program

Vision:

Strengthening and promoting scientific research as well as building international partnership in the field of research and development, with a number of Nobel Laureates in order to discuss with them aspects and areas of research collaboration.

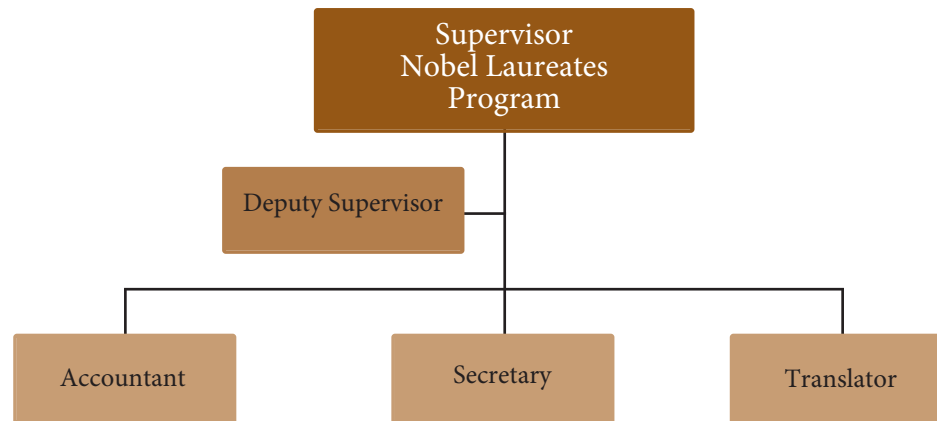
Mission:

Helping to enrich the academic and scientific milieu at the University and across the Kingdom through benefiting from the ideas, expertise, and contributions of such scholars in their respective areas of specialization, including medicine, economics, physics, and chemistry.

Objectives

1. Stepping up research and development in the Kingdom by attracting world-class scholars.
2. Activating the University's role in order to help transform the Kingdom's economy into a knowledge-based one.
3. Corroborating the University's research and consultative potentials with world-class experts.
4. Stimulating faculty, researchers, and students to innovate and excel in order to build a knowledge-based society.
5. Exposing male and female students to Nobel Laureates as scientific role models, and benefiting from their expertise and distinguished experience.

Nobel Laureates Program



Population studies Center

Vision:

To be one of the distinguished research centers in the Kingdom and the world. Participates in scientific studies in population and working force, in addition, provide consultancy and training in population and workforce studies.

Mission:

Contribute in achieving population development through research and studies on important issues that relates to the people such as unemployment, migration, poverty and population growth to raise standard of living in the Saudi community .

Goals:

- 7- Conducting research and studies in population and what is related to development, environment, issues with special emphasis on the social geographic, economical, health and historical dimensions.
- 8- Provide ideas and vision on population and development issues
- 9- Support research in population and development
- 10- Training qualified cadres in population and development areas
- 11- Contribute in capacity building for those who are involved in population issues
- 12- Transfer new sciences in population and adapting it to the local socio-economical conditions
- 13- Consultancy in population issues
- 14- Supporting researchers in population research and studies
- 15- Coordination the various efforts in the university that is related to population issues
- 16- Contribute in raising awareness in population issues and its relation to development

The center of university studies for Girls

Women's Education adopted two paths: Firstly, Literary which is under the humanities departments in Oleishah and the other is the that of the scientific departments

First: Humanities Departments:

The College of Arts:

- 1- The section of Arabic language
- 2- The section of English language
- 3- The section of history
- 4- The section of geography
- 5- The section of social studies

The college of education:

- 6- The section of the private education
- 7- The section of the children education
- 8- The section of the educational psychological science
- 9- The section of the art education
- 10- The section of Islamic studies
- 11- The section of teaching methods and curriculum
- 12- The section of education materials and technology
- 13- The section of the educational management

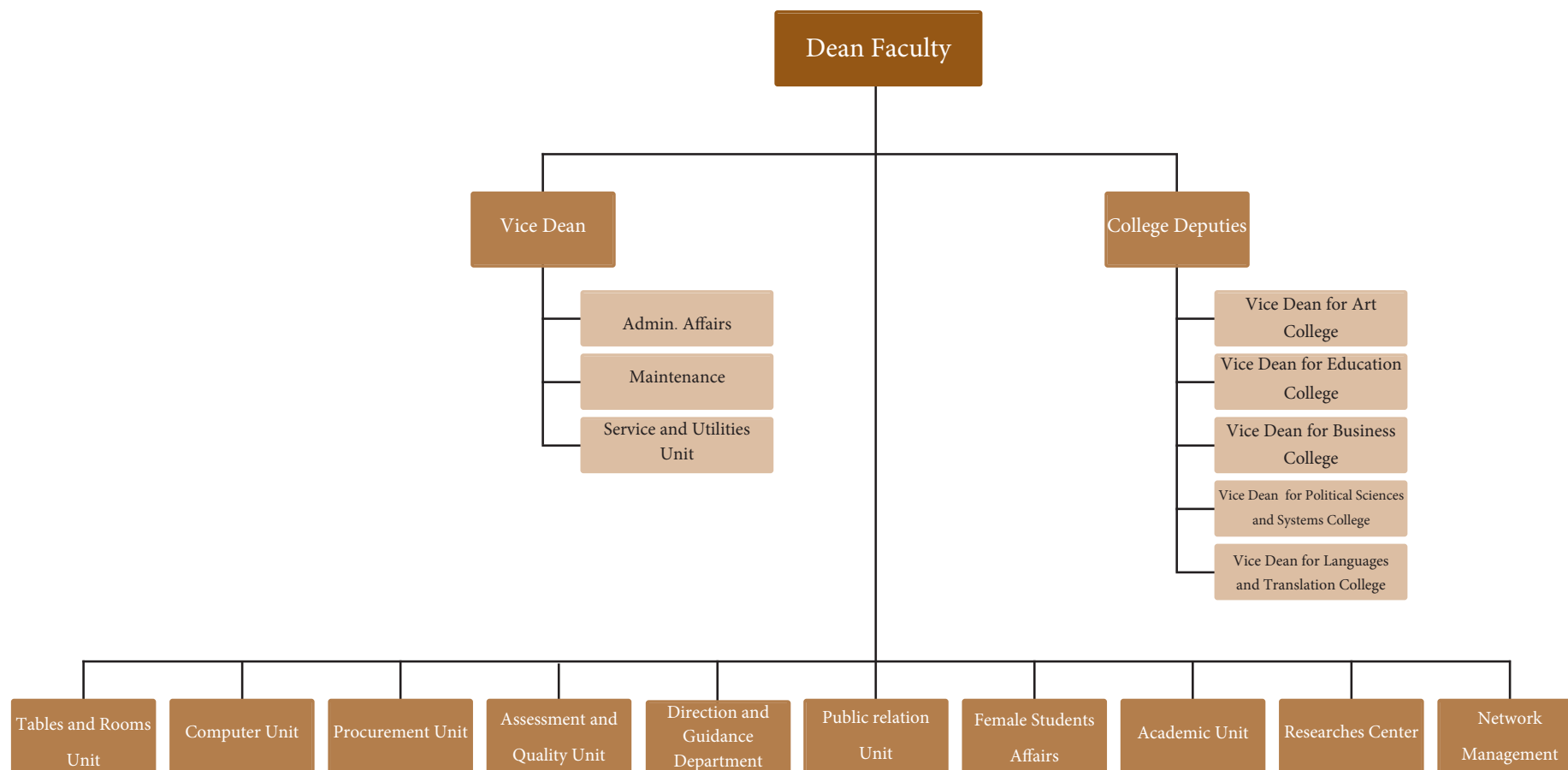
The college of administrative sciences:

- 14- The section of business administration
- 15- The section of general administration
- 16- The section of economy
- 17- The section of accounting

The college of languages and translation:

- 18- The section of western languages and translation

Organizational Structure of the University Studies Center in Olaisha



Second: Center for Female Scientific and Medical Colleges

Vision:

Building a balanced economic society that can take on future challenges in an ever-changing and increasingly interconnected world, with the help of the nation's sons and daughters armed with new technology they've acquired in the university's Science and Medical departments.

Mission:

To shape the future by attracting and developing the nation's most promising female students who will contribute to King Saud University's achievement in global recognition for academically rich, multicultural learning, and experience that will prepare all its students to realize their goals, pursue meaningful lifetime achievements, and to be socially responsible contributors to their communities, locally and globally.

Goals

1. Making King Saud University recognized worldwide for the quality and impact of its research and service, by placing an annual strategic plan and implementing the results in order to create a knowledge-based economy.
2. As a united (All for One) community of faculty and colleagues, in partnership with students, King Saud University seeks a total educational experience encompassing the classroom, campus and community that develops competence, character, and leadership.
3. Setting the standard for state of the art infrastructure and connectivity in all parts of the university, so all sectors may unite under a global rather than local view and message.
4. The university values the excellence in learning with great teachers who are active scholars. Therefore, it continually invests in its vast faculty by exposing them to experiences from global universities to create a diverse faculty comprised of experienced, qualified educators with industry-current expertise that will build a knowledgeable Saudi community.
5. To provide an academically rich educational philosophy that will challenge students' intellectual potential in a multicultural learning experience within the university walls and eventually prepare all its students to realize their goals, pursue meaningful lifetime achievements, and to be socially responsible contributors to their communities, locally and globally.
6. Being an internationally accredited research-based university is an ongoing goal. The importance of the quality and impact of its research is always first, without neglecting other academic sectors such as education, social services and growth.

Science Colleges

College of Science

- Department of Statistics and Operations Research
- Department of Zoology
- Department of Mathematics
- Physics and Astronomy
- Chemistry department
- Biochemistry Department
- Botany and Microbiology

College of Food and Agricultural Sciences

- Department of Food Nutrition Sciences

College of Computer and Information Sciences

- Department of Information Technology

Health Colleges

College Of Nursing

- Community and mental health Nursing Department
- Maternal and Child Health Nursing Department
- Medical Surgical Nursing Department
- Nursing Administration and Education department

College of Pharmacy

- Department of Pharmacology
- Department of Pharmacognosy
- Department of Clinical Pharmacy
- Pharmaceutical Chemistry Department
- Department of Pharmaceutics

College of Dentistry

- Department of Prosthetic Dental Sciences
- Maxillofacial and Diagnostic Sciences Department
- Medicine and Diagnostic Sciences Department
- Department of Restorative Dental Sciences
- Department of Preventive Dental Science
- Pediatric Dentistry and Orthodontics Department

College of Medicine

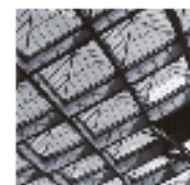
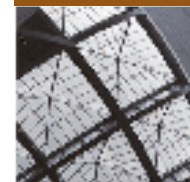
- Department of Anatomy
- Department of Physiology
- Department of Pharmacology
- Pathology Department
- Medical Biochemistry Department

College of Applied Medical Sciences

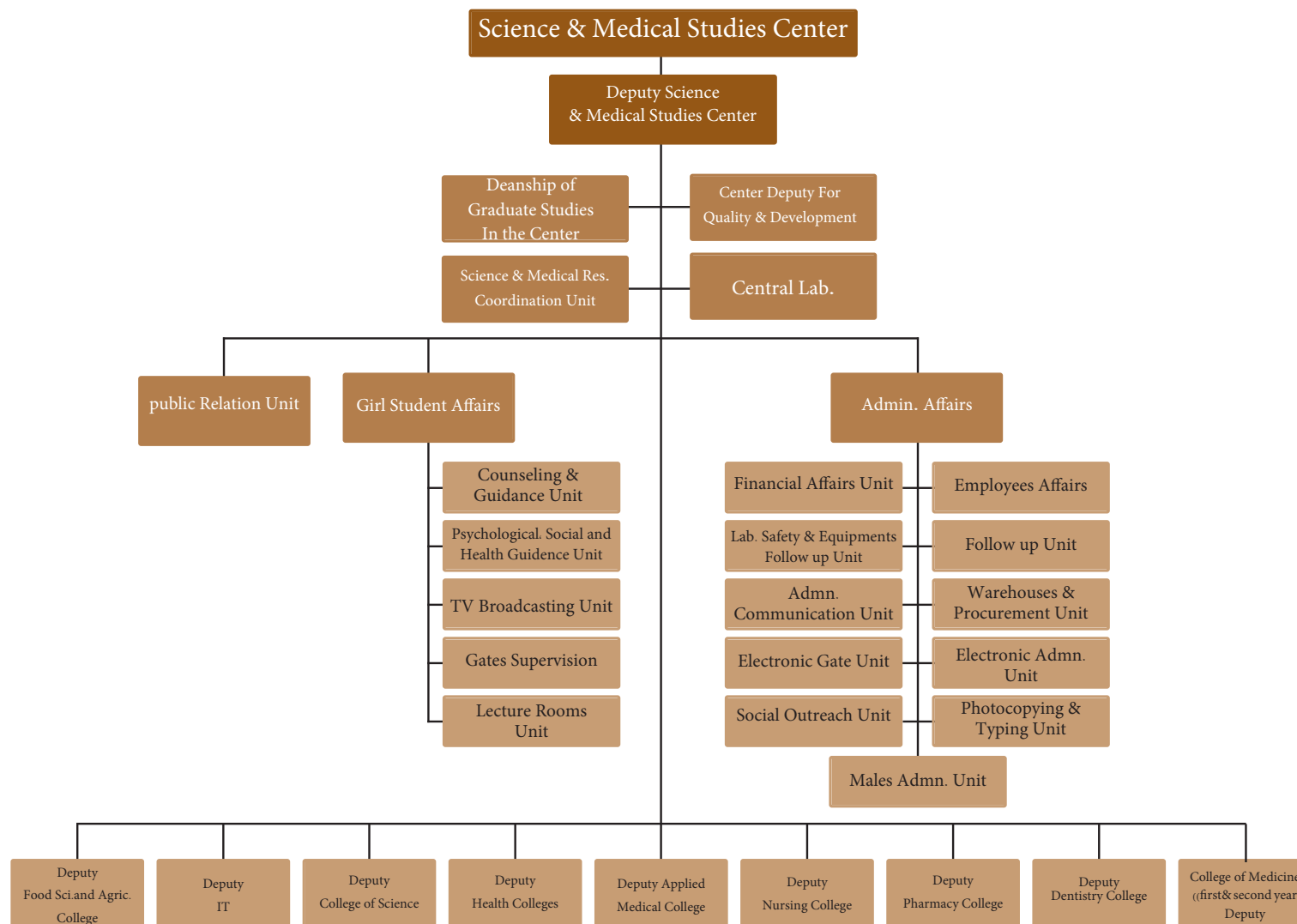
- Department of Radiological Sciences
- Department of Optometry and sciences
- Department of Rehabilitation Sciences
- Department of Dental Health Sciences
- Department of Community Health Sciences

College of Health Sciences for Females

- Preparatory Year
- Nursing Department
- Assistants dentestry
- Medical records



Orgnizational Structure - Science and Medical Colleges Center



Creative Program

Vision:

Pioneering Creative in various fields.

Mission:

Promote a culture of innovation at King Saud University through programs and projects that help employees from University students , faculty staff and administrators to generate innovations that contribute to the Development of the nation in all fields.

Goals:

- 1- Encourage creativity and enhance its practice through programs prepared for this purpose.
- 2- Create an environment that allows for creators to highlight their abilities, and develop their potential, and generate creativity.
- 3- Detect latent creative in the university and communicate with them.
- 4- Stimulate creative people, and invest their creations and inventions.
- 5- Activating the role of the university in support of national sustainable development based on knowledge through The adoption of creative works.

Organizational Structure of The Creatives Program

