

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
University Directorate for Graduate
Studies and Scientific Research



Rules and Regulations for EJSP

Program Strategies

Vision

The Program enables Saudi Female lecturers and Demonstrators to earn graduate degrees from distinguished international universities. This would consequently bring to the fore the learners' research, learning, and innovative capabilities and eventually empower them to participate in varied scientific fields distinctively.

Mission

Provide KSU female lecturers and Demonstrators with research and educational opportunities presented by pioneering international universities to promote distinctive innovative research works and ultimately develop economic knowledge in the Kingdom of Saudi Arabia.

Domain of Application

Article One

Provisions of the rules and regulations stated herewith govern the affairs of the External Joint Supervision Program for KSU female lecturers and Demonstrators.

Definitions

Article Two

Within the context of these bylaws, the meanings of the following terminologies are to be understood as follows unless course of composition dictates otherwise:

- EJSP:** External Joint Supervision Program designed for KSU female lecturers and Demonstrators
- Student:** The female lecturer or the demonstrator employed by KSU and enrolled in the EJSP
- KSU:** The King Saud University
- College:** The college to which the Student belongs.
- Department:** The department to which the Student belongs.
- External University:** The international university in which the Student is enrolled and through which direct supervision of the Student's research is provided.
- External supervisor:** A faculty member designated by the External University to be the main supervisor of the Student.
- Internal supervisor:** A faculty member designated by the Department to be the co-supervisor of the Student.
- EJSP Committee:** The permanent committee for the External Joint Supervision Program for Female Lecturers and Demonstrators.
- EJSP Administration:** The administration of the External Joint Supervision Program for Female Lecturers and Demonstrators.
- General Director:** The General Director of the EJSP; he also acts as the head of the EJSP Committee.

Assistant Director: The Assistant Director of the EJSP; she also acts as the deputy head of the EJSP Committee.

Program Objectives

Article Three

Provide an opportunity to pursue higher education for KSU's female lecturers and demonstrators whose social circumstance precludes their travel abroad.

Improve the level of the female cadre at KSU and supply KSU with qualified Saudi female faculty members.

Establish validated scientific and research partnership between KSU and other international universities notable for the development and nurturing of knowledge.

Exchange expertise with distinguished universities internationally and utilize the potentials of their outstanding faculty members in supervising lecturers' and TAs' theses.

Encourage scientific communication and conduct joint research with the participation of faculty members from KSU and other internationally distinguished universities.

Program management

Article Four

The management of the program is entrusted to:

- General Director
- Assistant Director
- EJSP Committee

General Director

Article Five

Appointment

An administratively and academically qualified Saudi faculty member is appointed by the decision of the KSU Rector as recommended by the Vice Rector for Graduate Studies and Scientific Research for an extendable two-year-term.

Article Six

Post obligations and responsibilities

This post is both academic and administrative in nature. The individual appointed in this post is entrusted a general supervisory duty of the EJSP, coordination with his deputy and the various units of the program. He also acts as the head of the EJSP Committee.

Assistant Director

Article Seven

Appointment

An administratively and academically qualified female Saudi faculty member is appointed by the decision of the KSU Rector as recommended by the Vice Rector for Graduate Studies and Scientific Research for an extendable two-year-term.

Article Eight

Post obligations and responsibilities

This post is both academic and administrative in nature. An individual appointed in this post assists the General Director in executing all academic, financial, and administrative affairs of the program. Based on the General Director's delegation, she may substitute for him whenever he is off duty. In case the post of the

General Director becomes vacant she may occupy the post with the approval of the Vice Rector for Graduate Studies and Scientific Research and concurrently acts as the deputy of the Head of the EJSP Committee.

EJSP Committee

Article Nine

Formation

The KSU rector issues the decision to form a permanent committee for the EJSP at KSU base on the nomination of the Vice Rector for Graduate Studies and Scientific Research such that the members represent the relevant colleges as follows:

1- General Director	Head
2- Assistant Director	Deputy Head
3- Dean of Olayshah Center for Girls	member
4- Dean of Center for Female Scientific and Medical Colleges	member
5- Representative of Scientific Departments	member
6- Representative of Arts and Humanities Departments	member
7- Representative of Medical Departments	member
8- Representative of Business Administration Departments	member
9- Male faculty member	member

Article Ten

Committee meetings

The Head of the committee, or whoever substitutes for him, might call for a meeting once a month at the least. A meeting is official when a quorum of two thirds of the committee members is present. Recommendations are adopted based on majority of votes – in case of a tie; the head's vote entails preponderance.

Article Eleven

Obligations and Responsibilities

Stipulate rules and regulatory and executive procedures that would provide for any unlisted rule or regulation in these bylaws. Such additional regulatory procedures are observed and adopted after they are approved by the Vice Rector for Graduate Studies and Scientific Research.

Specify and execute all norms and regulations that are complementary to the specified terms of admission to the program.

Recommend approval of agreements concluded between KSU and international universities provided their review by the EJSP administration.

Recommend academic issues directly related to Students such as: admission to EJSP, extending time of study, a change of a university or a supervisor, External Supervisor's visit to KSU, a visit of both the Internal Supervisor and the student to the External University, in addition to reviewing students' progress reports prepared by supervisors and any EJSP-related issue referred to the committee by the General Director for consideration.

Conduct periodical improvement to the program. This act can be executed by specialized committees selected from KSU or outside KSU.

Review all periodical reports submitted by both the concerned departments and the external universities.

Consider all matters referred to the committee by the KSU Council or the Rector to present practical opinions.

Relationship between KSU and Foreign Universities

Article Twelve

The terms of agreements, signed between KSU and the External University on the participation in the EJSP, constitute the statute that governs the relationship between KSU and the concerned External Universities. The terms also constitute the regulatory framework through which rights and obligations of all parties are specified.

Article Thirteen

The EJSP Administration acts as a liaison between the Students enrolled in the EJSP and the concerned External Universities. It also supervises Students' affairs; reviewing the following: admission applications, extension to the term of study, Students transfer between universities, change of supervisors, External Supervisor's visit to KSU, visits of both the Internal Supervisor and the Student to the External University, and Students' progress reports prepared by concerned supervisors. In addition to reviewing all issues and matters referred to it by the Vice Rector for Graduate Studies and Scientific Research that are of interest to EJSP.

Article Fourteen

Specifying the Student's major and minor is entrusted to the concerned Department and College.

Article Fifteen

The External University is responsible for issuing the Student's degree based on its observed rules and academic norms.

Academic and Scientific Supervision

Article Sixteen

Academic and scientific supervisions is entrusted to:

the External Supervisor

the Internal Supervisor

External Supervisor

Article Seventeen

Nomination

The External University nominates the External Supervisor from one of its permanent faculty members according to its rules and regulations. This nomination becomes effective after it is approved by both the Department and College council.

Article Eighteen

Obligations

The External Supervisor is the Student's primary supervisor and is to perform the following duties:

- Approve the Student's research plan and conduct academic supervision throughout the Student's period of study.
- Commit to visit KSU twice a year, each visit not less than 5 days, to monitor the Student's educational and research progress, an exception to this rule is possible if approved by the EJSP Committee based on the General Director's recommendation.
- Present public lectures on selected topics in coordination with the concerned Department and the EJSP Administration.
- Prepare bi-annual progress reports on the Student's performance and write to the EJSP Administration about any defect or deficiency in the student's level of performance.
- Maintain effective cooperation with the Internal Supervisor, the Student, and the EJSP Administration via all means of communication.
- Prepare a report on the Student's visit to the External University.
- Nominate a substitute in case the External Supervisor is unable to fulfill supervisory obligations. The substitute status is consequently approved by the Department and College councils.

Internal Supervisor

Article Nineteen

Nomination

The Internal Supervisor is selected by the Department council from among its female or male faculty members. The Department may opt to select an Internal Supervisor from another KSU department in coordination with both departments. The Department may opt to select an Internal Supervisor from non-KSU faculty.

The Internal Supervisor cannot supervise more than two students at any time.

Nomination is pending the approval of both the EJSP Committee and the External University.

Article Twenty

Rights and Privileges

Two credit hours will be accredited towards the Internal Supervisor's load for each Student supervised.

Article Twenty One

Obligations

The Internal Supervisor acts as the co-supervisor for the Student throughout her study period and bears the following obligations:

Supervise the Student's study and research plan as approved by the External Supervisor.

Assist the Student in overcoming research-related problems.

Coordinate with the EJSP Committee and the Department in making available equipment and other required materials for research.

Prepare a bi-annual report about the Student's progress.

Notify the EJSP Committee of the student's negligence.

Communicate with the External Supervisor on the progress of the Student in her study plan.

Visit the External University once per year for a 5-day period to discuss with the External Supervisor Student's research result and to get acquainted with relevant new technologies. The Vice Rector for Graduate Studies and Scientific Research may extend the visit period to 10 days.

Discussion Committee

Article Twenty Two

The viva takes place at the External University.

The External University sets viva date and selects members for the examination committee including the Internal Supervisor given the External University rules and regulations allow it.

Should the Internal Supervisor not be able to attend the viva, the Department may nominate a substitute.

A representative of the External University should report to the General Director on the viva results within two weeks.

According to the rules and regulations defined in the bylaws of Graduate Studies for Saudi universities, compensation is paid to the Internal Supervisor for participating in the examination committee.

Financial Affairs

Article Twenty Three

KSU pays tuition and fees due to the External University based on the terms of the contract signed between them.

Article twenty four

For the duration of the Student's enrollment in the program, her salary, stipend, and other allowances are paid to her by KSU - unless the students behaves in a manner violating observed rules and regulations.

Tickets and Allowance

Article Twenty Five

KSU provides for the Internal Supervisor a round trip ticket to the External University and pays an allowance for the time spent at the External University. The lawful escort of a female Internal Supervisor is paid a round trip ticket to accompany her.

KSU provides for the External Supervisor a round trip ticket to KSU. Compensation for his/her stay will be paid according to KSU policies regarding Visiting Professors.

The Student's visit to the External University:

The Student should spend eight weeks per year at the External University. Duration of stay can be divided into two intervals at most.

Round trip tickets are issued by KSU to the student, her lawful escort, and her underage children - irrespective of their number.

In compensation for the annual trip, the Student is paid a one month salary equivalent to the first grade of her employment scale.

Article Twenty Six

Upon recommendation from both supervisors and the Department, and the approval of the EJSP Committee, necessary equipment and materials that are not available in the Department laboratories are provided by KSU. Relevant administrative procedures should be observed.

Article Twenty Seven

For the degree registered, the Student receives annually for books and references a one month salary equivalent to the first grade of her employment scale. This allowance is only paid for the original duration of study. The Student also receives a one-time payment of four thousand Saudi Riyals for printing and binding her thesis.

Article Twenty Eight

For the degree registered, if required to complete the thesis, the Student is permitted to conduct field research in Saudi Arabia or abroad for a period of 3 months based on the recommendation of the External Supervisor and the approval of the EJSP committee. The Student is financially, compensated according to KSU's bylaws for Scholarships and Training.

Student Affairs

Article Twenty Nine

Student Obligations

The Student should commit herself to the following obligations:

Enroll in only one graduate program at a time.

Obey and respect rules and regulations of the External University.

Visit the External University for eight weeks annually. Visit duration can be divided into two intervals at most- an exception to this requirement can be granted upon a recommendation from the General Director and sequentially approved by the EJSP Committee

Maintains progress and follow the study plan devised by the supervisors and approved by the EJSP Committee.

Follow the advice of the supervisors and their instructions and comments stated in their bi-annual reports. Instructions of the EJSP Committee should be observed as well.

Coordinate with her supervisors to schedule visits suitable for each phase of her study plan to ensure graduation within the permitted period of time.

Make an annual presentation of her work in coordination with the Internal Supervisor and submit a report to the General Director, starting from the 2nd year of study.

Submit a bi-annual progress report to the General Director.

Attend preparatory courses recommended by the EJSP Committee or the supervisors.

Attend international conferences and symposia that are recommended by the EJSP Committee or the supervisors.

The thesis should be written in the official language approved by the External University. An extended abstract should be submitted in Arabic to both the Department and the EJSP Administration.

Consent to return to the Department all tools and equipment entrusted to her.

Consent to work at KSU after graduation for a period equal to the duration of her study, where each part of a study year is considered a full study year. Otherwise, the Student consents to pay back the amount of money spent by KSU on her education.

Follow the decisions and recommendations of both the Department and the EJSP Committee.

Article Thirty

Relief of Teaching Load

Relief of Teaching Load for EJSP is either full or partial.

Article Thirty One

Full Relief of Teaching Load

The Student is fully relieved from her teaching load for the official duration of study as specified in KSU's council decision for enrollment. The decision includes: the degree to be earned, major and minor, duration of study, and the name of the External University.

Article Thirty Two

Partial Relief of Teaching Load

The Student is partially relieved from her teaching load after the completion of her official duration of study as stated in KSU's council decision of enrollment, such that her weekly teaching load does not exceed 3 credit hours. The Student is not eligible for Partial Relief of Teaching Load after passing the extension period of if she is proven negligent. The following points should be observed for Partial Relief of Teaching Load:

Preferably, the Student is to teach small sections.

The Student commits to invigilate the exams of her courses exclusively.

Based on the recommendation of the External and the Internal Supervisors and the approval of the EJSP Committee, the Student may visit the External University to attend lectures relevant to her area of specialization; to meet her External Supervisor; to attend certain basic required courses, and to attend international conferences or symposia. Such visits and events should be coordinated with the Department. The Student should submit a detailed report on her visits.

Study Affairs

Article Thirty Three

EJSP Admission Requirements

To be a lecturer or a demonstrator – priority is given to lecturers.

The desired major should not require practical or clinical experience which requires the Student to be physically present at the External University as practiced in a full scholarship system.

To be a Saudi national.

To provide proof of her inability to join a full scholarship system.

To attain approval of the Department to join the EJSP and specification of the major and minor to be studied.

Two academic semesters should have elapsed since her recruitment at KSU. The EJSP Committee may waive this requirement based on a recommendation of the Department and College councils.

To be relieved from teaching load according to the recommendation of the EJSP Committee

To provide two letters of recommendation from previous instructors.

To meet the requirements of the External University.

10- To meet other terms and requirements requested by the EJSP Committee

Article Thirty Four

Registration at the External University

Registration at the External University occurs by a decision of the Scholarship and Training Committee based on the recommendation of the EJSP Committee based on the recommendation of the Department and College

Councils. The decision specifies the degree to be earned, the major and minor, duration of study, the name of the External University, and type of teaching load relief.

Article Thirty Five

Degree Conclusion

The Student's registration at the External University is ended with a decision from the Vice Rector for Graduate Studies and Scientific Research based on a recommendation of the General Director after the completion of the degree requirements and after being awarded the degree from the External University.

Article Thirty Six

Termination

The Student's registration can be terminated by a decision of KSU's Council based on a recommendation of the Vice Rector for Graduate Studies and Scientific Research and a recommendation of the EJSP Committee in any of the following cases:

The External University recommends termination due to the Student's inability to complete her studies based on reports submitted by her supervisors or the examination committee.

If the Student is proven negligent according to her supervisors' reports provided to the EJSP Administration.

Recurring noncompliance with study requirements, violation of academic ethics, or a violation of the rules and regulations stated in these bylaws.

If the Student stopped progressing in her research according to her supervisors' reports and the General Director's report and based on recommendation of the Department and College councils.

Article Thirty Seven

Place of study

The student is obligated to be in Riyadh throughout the duration of her study and is exempted from the requirement to reside at the External University for the full duration of her study.

Article Thirty Eight

Transfer or a change of major

The Student is not permitted to change her major unless approved by the EJSP Committee based on recommendations of the Department and College councils.

The student is not permitted to transfer from the External University to another External University unless approved by the EJSP Committee based on recommendations of the Department and College councils.

Article thirty nine

Official Study Period

The Official Study Period for a doctoral degree ranges from three to five years (according to the External University's system) starting after one academic semester following the date of the student's registration at the External University.

Article Forty

Postponement

The Student may request to postpone her studies provided the approval of the External University and the EJSP Committee based on their commendations of the Department and College councils. The postponement should not exceed two academic semesters throughout the Official Study Period. If a postponement is granted, the Student resumes her teaching obligations at KSU. The requested time of postponement is excluded from the designated time for graduation.

Article Forty One

Withdrawal from the EJSP

The Student may withdraw from the EJSP upon her request provided her petition is approved by KSU's Council based on a recommendation of the Vice Rector for Graduate Studies and Scientific Research, based on recommendations from the EJSP Committee, the Department and College councils, and the Scholarship and Training Committee. In such circumstances, KSU's Council may decide the following:

End the Student's employment at KSU within a year from the date of her withdrawal from the EJSP. In case the student wishes to continue to pursue her higher education at the same External University, KSU is not responsible for paying any tuition or fees in accordance to the agreement signed between the two universities.

Assign the Student an administrative position, if her services are needed.

Allow the Students to remain at her current post and specify a time limit for her to pursue her higher education within two years at most. If the Student does not start her higher education within the specified time, the student is subjected to the disciplines stated in (1) and (2) above.

Article Forty Two

Extension

The Student's study period can be extended beyond the Official Study Period as follows:

First extension:

A first extension of the study period for a year or less beginning from the end date specified in the Student's initial enrollment decision is granted upon the approval of KSU's Council based on a recommendation of the Vice Rector for Graduate Studies and Scientific Research, based on a recommendation of the EJSP Committee. An executive decision to this effect is issued including the type of teaching load relief (full or partial).

Second extension

A second extension of the study period for a year or less beginning from the end date of the first extension is granted upon the approval of KSU's Council based on a recommendation of the Vice Rector for Graduate Studies and Scientific Research, based on a recommendation of the EJSP Committee. An executive decision to this effect is issued including the type of teaching load relief (full or partial).

Third extension

A third and last extension of the study period for a year or less beginning from the end date of the second extension is granted upon the approval of KSU's Council based on a recommendation of the Vice Rector for Graduate Studies and Scientific Research, based on a recommendation of the EJSP Committee. An executive decision to this effect is issued including the type of teaching load relief (full or partial).

General regulatory terms

Article Forty Three

The EJSP Committee lays down the rules, regulations, and other executive regulatory procedures that are complementary and in harmony with these bylaws. The devised rules and regulatory procedures become effective after they are endorsed by the Vice Rector for Graduate Studies and Scientific Research.

Article Forty Four

Administrative, executive, and financial decisions, relevant to the rules and regulations of these bylaws, are issued by the Vice Rector for Graduate Studies and Scientific Research.

Article Forty Five

Any legislative item that is not specified in these bylaws is subjected to KSU's observed rules and regulations.

Article Forty Six

These rules and regulations supersede any conflicting rules and bylaws.