

Fee-Paid Postgraduate Programmes

Executive Regulations and Rules



بين الحاضر والمستقبل

Chapter One: Definitions

Article 1

The following terms and phrases whenever they appear in this Regulation shall have the meanings here in specified unless the context indicates otherwise:

Study Unit

The weekly theoretical lecture, the weekly academic symposium, the clinical lesson, or the exercise lesson of no less than 50-minute duration, the practical lesson of no less than 100-minute duration, or the field lesson specified in the study plan.

Executive Director:

A faculty member who oversees the implementation of the department's programs and makes decisions about the academic committee for the postgraduate program.

Chapter Two: Administrative Aspects

Article 2

Based on the recommendation of the Council of the Deanship of Postgraduate Studies and the suggestion of the boards of the department and college, the University Council decides the number of students who will be admitted annually to the postgraduate studies of each program and the admission requirements. Postgraduate programs are academically, educationally, and administratively supervised by the faculties, the deans of postgraduate studies, and the deans of admission and registration, as appropriate to their respective realms of competence.

Article 3

Admission, registration, and follow-up processes for postgraduate students are handled by the Deanship of Postgraduate Studies.

Article 4

The Deanship of Postgraduate Studies is in charge of postgraduate student admission, registration, and follow-up.

Article 5

Before restarting a program after a suspension or delay of the study, it is necessary to get the University Council's approval on the proposal of the Deanship of Postgraduate Studies Council, the College Council, and the Department Council.

Article 6

The program may be submitted as long as there are at least ten (10) students enrolled in it.

Article 7

If the initial group of students has more than 25 students registered, a second group of the program may be formed as long as there are at least 15 students enrolled in the second group.

Article 8

The responsible department and faculty plan the study schedules for the programs while keeping in mind that they do not clash with the times of bachelor's programs and that they take place after regular business hours and on days when regular business is in session. After receiving the Council of the Deanship of Postgraduate Studies' approval, some courses may be arranged for Saturday

Article 9

Non-Saudi students may be accepted to postgraduate programs and their numbers included in statistics comparing Saudi and non-Saudi enrollment at the university.

Article 10

On the basis of the Department and College Councils' recommendations, the Deanship of Graduate Studies should be consulted about the nomination of executive directors, professors, and program operators before the start of the semester.

Article 11

not incompatible with the demands and duties of the main instructional staff, Postgraduate courses shall be allotted to the faculty in line with the teaching staff, taking into consideration the member's academic specialties and not exceeding (3) a maximum of three hours for the faculty member. The number of hours for faculty may be increased if no other faculty member is available to submit the courses, with the approval of the Departmental Council, where necessary and interest is required, and recommendations from the Departmental, College, and Council of the Deanship of Postgraduate Studies Councils. The faculty member's teaching load does not include time spent instructing students in paid postgraduate programs; rather, the relevant section should cover this obligation in the chapter that follows.

Article 12

If required, the Department and College Councils may suggest that a faculty member be repeated in one-batch teaching more than once, and the Council of the Deanship of

Postgraduate Studies may approve this request.

Article 13

One group with a maximum enrollment of 7 students will have the faculty person allocated to it for the "Field Training - Research Project" course, provided that only one group of the faculty member will be registered in the course throughout the semester. The number of enrolments in the group may be extended to a maximum of 10 students in cases of absolute necessity, with the suggestion of the Departmental Council and agreement of the Council of the Deanship of Higher Studies.

Article 14

It is necessary to create the scientific discussion committees for the "Mission - Research Project". All of the department's faculty members should submit nominations for the internal discussant, keeping in mind the internal discussant's careful specialization and areas of interest in research. A faculty member is only allowed to participate in one discussion committee in a given semester, and they are not allowed to be assigned to another discussion committee until all section members have passed. Increase the proportion of female participation to a maximum of two discussion committees per semester, if required, with the advice of the Department Board and the endorsement of the Deanship of Postgraduate Studies.

Article 15

It must be noted that the nomination of the member of the discussion must be made only once in each single semester, taking into account the variety of institutions in the same semester, when forming the scientific discussion committees "Thesis Ph.D." to nominate the external discussant. If a repeat is required, the Department Council must suggest that the Deanship of Postgraduate Studies be granted.

Chapter Four: Financial Aspects

Article 16

The cost of the study unit by specialization, the required degree, and the cost of running the program will all be taken into account when determining the tuition fees for postgraduate programs, as follows:

No.	Program	Study Unit Cost	No.	program	Study Unit Cost
7	Master in Health Service Administration	2100 Riyals	1.	PhD in Health Service Administration	2500 Riyals
8	Master in Management and Leadership in Nursing	2100 Riyals	2.	Master in Internal Surgical Nursing	2300 Riyals
9	Master of Education in Educational Leadership	1200 Riyals	3.	Master in Clinical Laboratories	2100 Riyals
10	Master in Curricula and Teaching Methods	1200 Riyals	4.	Master of Education in Educational Guidance and Counseling	1200 Riyals
11	Executive Master Of Business Administration (EMBA)	1700 Riyals	5.	Master in Early Childhood Education	1200 Riyals
12	Master of Science in Mathematics	1700 Riyals	6.	Master in Public Social Service	1700 Riyals
NO.	Program	Total Program Costs	No.	Program	Total Program Costs
15.	Higher Diploma in Human Resources	12000 Riyals	13	Higher Diploma in Law	12000 Riyals
			14	Higher Diploma in Family Counselling	12000 Riyals

Article 17

According to Article 47 of the Regulations Governing University Finance, rewards must be given to members of the teaching staff and those who are equivalent to them, as well as to professionals and administrators participating in the administration of postgraduate programs (both inside and outside the university).

Article 18

Bonus is given to faculty members (both inside and outside the university), committees, administrators, and collaborators involved in running postgraduate programs at the Deanship of Postgraduate Studies and the operating faculties in accordance with agreements and contracts reached with that office.

Article 19

Following teaching incentives may be provided in educational programs, taking into account the overall costs and the number of students enrolled in each program:

Bonus programs (higher diploma) that do not exceed the total tuition fees 50.000 SAR				
200	Associate Professor		250	Professor
100	Lecturer- Language Teacher		150	Assistant Professor
Bonus programs (higher diploma) whose total tuition fees exceed 50,000 SAR				
250	Associate Professor		300	Professor

150	Lecturer- Language Teacher		200	Assistant Professor
Bonus programmes (master's degree – PhD) whose total tuition fees do not exceed 80,000 SAR				
350	Associate Professor		400	Professor
			300	Assistant Professor
Bonus programmes (master's degree – PhD) whose total tuition fees exceed 80,000 SAR				
450	Associate Professor		500	Professor
			400	Assistant Professor
On the advice of the departmental and college councils and with the consent of the council of the deanship of postgraduate studies, bonus for master's and PhD programs for faculty members outside the institution may be enhanced by 25%. .				
600	Associate Professor			
			500	Assistant Professor

Article 20

The bonus for supervising scientific thesis may be paid to those outside the University as follows:

Supervision bonus for one master's thesis has a sum 5.000 Riyals.

Supervision bonus for one PhD thesis has a sum 7.000 Riyals.

Article 21

Bonus for one master's thesis has a sum 1000 Riyals for internal discussion, and 1000 Riyals for external discussion.

Bonus for one PhD thesis has a sum 1000 Riyals for internal discussion, and 1500 Riyals for external discussion.

Article 22

A bonus may be paid to the executive supervisor of master's and PhD programmes has a sum 6000 Riyals and for Higher Diploma programmes 3000 Riyals per semester.

Article 23

In order to implement master's and PhD programs, administrators and teaching assistants may receive bonuses of 4,000 Riyals, and Higher Diploma programs may receive bonuses of 2,000 Riyals per semester, with assignment limited to the duration of the contract, study, or service.

Article 24

The President and Members' postgraduate programs may receive an admission, sorting, and interview committee bonus in the amount of 2000 Riyals, up to a maximum payment of 16000 Riyals.

Article 25

Upon the recommendation of the Department Council and approval by the Council of the Deanship of Postgraduate Studies, the bonus for arbitration and classification of postgraduate programs may be paid in accordance with agreements and contracts concluded with the Deanship of Postgraduate Studies, at the sum of 10,000 riyals per program.

Article 26

University employees and their families may get a discount on all programs up to 50% of the amount of the financial exchange, as decided by the Council of the Deanship of Postgraduate Studies.

Article 27

Martyrs' Wives and their families and humanitarian cases may get a discount on all programs up to 50% of the amount of the financial exchange, as decided by the Council of the Deanship of Postgraduate Studies.

Article 28

Each semester, a single person is only allowed to get one deduction.

Article 29

The financial return made out to the university and must be placed in a separate account at a bank or other authorized institution.

Article 30

If a program cannot be formed, applicants will get a full fee refund.

Article 31

All fees are fully refunded if the student withdraws or extends an apology within the first week after getting the university ID.

Article 32

After the first week of getting their university ID, a student who withdraws or apologizes will have their tuition repaid as follows:

- According to the university's official timetable, 25% of tuition fees are lost if a student withdraws or offers an apology within the first three weeks of the semester's start.
- According to the university's official timetable, 50% of tuition fees are forfeited if a student withdraws or offers an apology within the fourth and fifth week following the start of the semester.

Chapter Five: Final Provisions

Article 33

Every course semester, scientific departments and colleges produce an annual report on each program's activity for the Dean of Postgraduate Studies and it is approved by the University Council.

Article 34

The Council of the University has the right to interpret this regulation, and cancels all that contradict it.

Article 35

This regulation comes shall enter into force at the day of its approval by the University Council.

Article 36

Whenever there is no a special provision in this regulations, the law of the Council for Higher Education and Universities, its executive rules, regulations, decisions and effective laws.