



COLLEGE OF MEDICINE

**Vice-Deanship of Quality and Development
Central Quality Unit**

MANUAL OF POLICIES AND PROCEDURES

2020

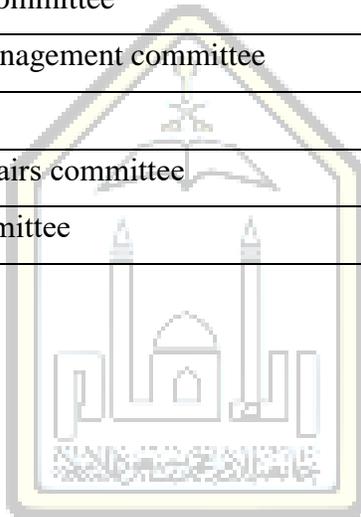
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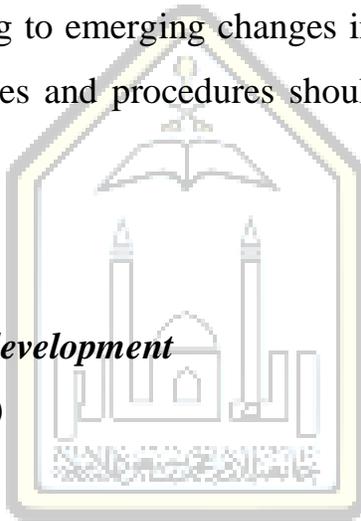
Preface

The objectives of this Manual is to provide essential information required by all the employees, faculty and students about Al Imam College of Medicine (Al Imam COM) organizational structure, policies and procedures implemented in the college and job responsibilities. Administrative and technical employees, faculty and students are expected to become familiar with the policies and procedures which will benefit them in their educational activities. This manual is liable for periodical upgrade and updates according to emerging changes in the university bylaws. Any inquiry related to these policies and procedures should be directed to the Central Quality Unit (CQU).

Central Quality Unit (CQU)

Vice-Deanship of Quality & development

College of Medicine, (IMSIU)



Dean's message

Praise be to God, and may blessings and peace be upon the Prophet and his family and companions altogether:

I am pleased to put in the hands of the employees of the College of Medicine at Imam Muhammad Ibn Saud Islamic University this manual for the policies, procedures and regulations, which includes the organizational aspects of interest to the leaders and employees of the College by getting acquainted with the details of the organizational structure of the college, the definitions of the jobs, their scope of work and their connection, as this manual explains the tasks and authorities. The work team for preparing this guide was based on the university regulations and regulations issued by the Ministry of Education and the executive rules issued by the Board of Imam Muhammad bin Saud Islamic University.

We hope that this manual will be a helpful element in developing the work environment within the college to present the College's mission in the academic, research and community service fields with high quality to achieve the nation's goals and its blessed vision 2030, under the support and guidance of our wise leadership.

I also do not forget to extend my sincere thanks to those who worked on preparing this manual, hoping that my fellow faculty members, administrators and technicians will contribute with their proposals to develop this manual in its next version.

God grants success,

Dean of the Faculty of Medicine

General Supervisor of Medical Services

Dr. Tariq bin Abdul Rahman Al-Asbali

Vision, Mission, Values and Strategic Goals:

Vision:

Excellence in medical education that combines originality and modernity.

Mission:

To create a high-quality medical education environment that contributes to the graduation of highly competent doctors to provide an optimal medical care that serves the community and enriches the scientific research.

Values: (Proposed)

- ❖ Quality and excellence.
- ❖ Transparency.
- ❖ Initiative.
- ❖ Participation.
- ❖ Justice.
- ❖ Responsibility.

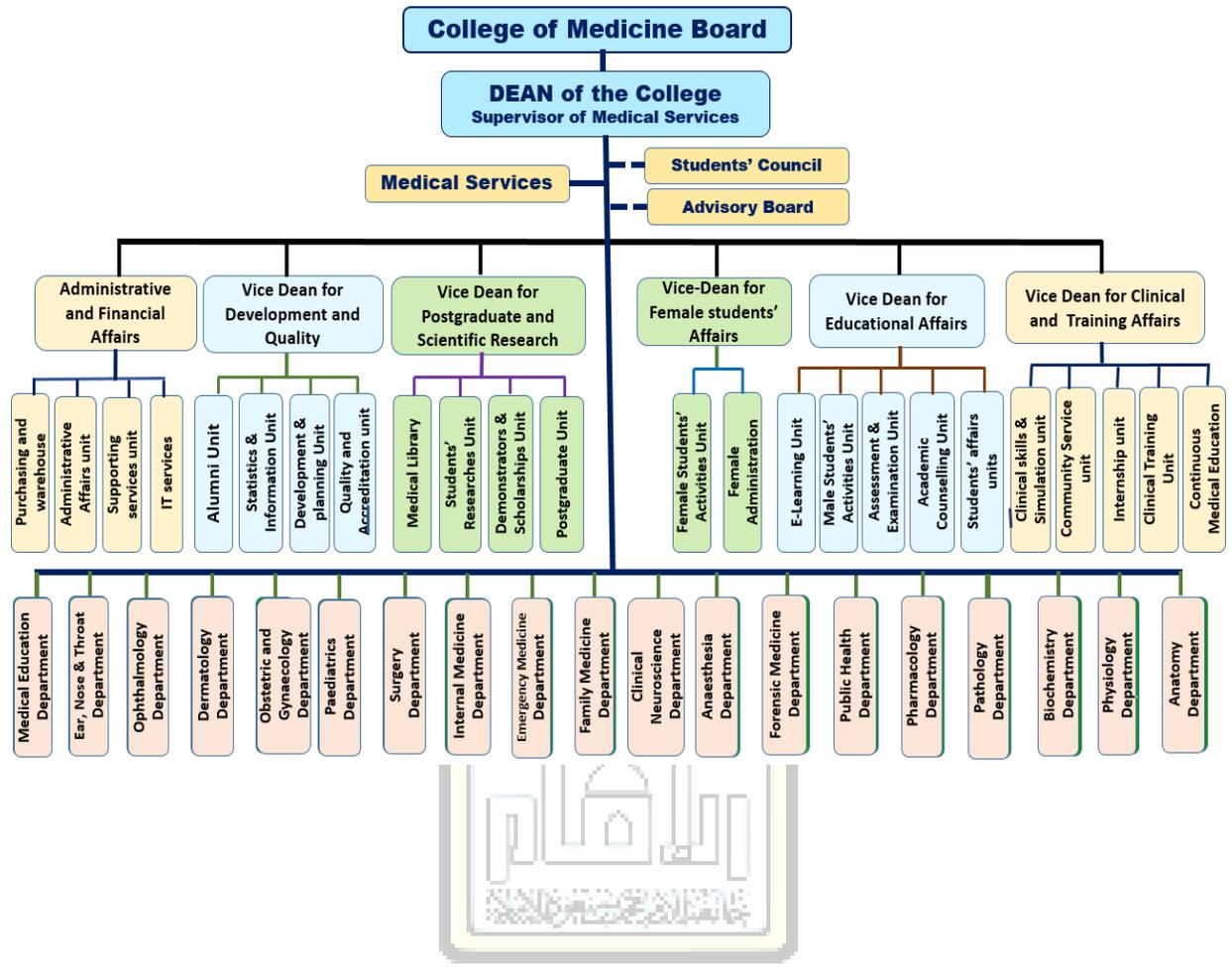
Strategic Goals:

1. Increasing student and employer satisfaction with the academic and professional outcomes of the medicine and surgery program
2. Building an effective system to evaluate the undergraduate program, learning outcomes and graduate characteristics based on national and international requirements.
3. Developing teaching and learning strategies in the bachelor program to achieve learning outcomes and targeted national and international characteristics of graduates.
4. Promoting the culture of excellence in original research and scientific production for the teaching staff and students to serve the developments in the medical field.
5. Improving the infrastructure to support applied research (related research facilities, research centers, equipment, services and technology) at the college level.
6. Building cooperative partnerships with relevant institutions
7. Educating students and the community on the understanding of preventive health care, environmental responsibility and sustainability for a healthy lifestyle and the improvement of the health status of the community.
8. Increasing student and employer satisfaction with the academic and professional outcomes of the medicine and surgery program

9. Building an effective system to evaluate the undergraduate program, learning outcomes and graduate characteristics based on national and international requirements.
10. Developing teaching and learning strategies in the bachelor program to achieve learning outcomes and targeted national and international characteristics of graduates.
11. Promoting the culture of excellence in original research and scientific production for the teaching staff and students to serve the developments in the medical field.
12. Improving the infrastructure to support applied research (related research facilities, research centers, equipment, services and technology) at the college level.
13. Building cooperative partnerships with relevant institutions
14. Educating students and the community on the understanding of preventive health care, environmental responsibility and sustainability for a healthy lifestyle and the improvement of the health status of the community.



1. Organizational Chart



Policies and Procedures

Definitions

Policies:

A policy is a documented statement of principle and approach to a particular area of education/training. It is also a tool which quality assurance team can use to inform the current and prospective learners about what they can expect from the program.

Policies will usually be quite, concise and not containing much details regarding the implementation. However, each policy should implicitly or explicitly state the quality assurance team's commitment to address the issues listed in each of the policy areas in these guidelines. To be effective, a policy must be disseminated to all those who are intended to be informed.

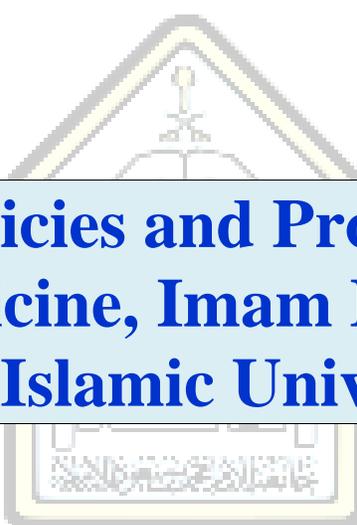
Procedures:

To be translated into practice, a policy must be broken down into one or more clear and coherent processes. The statements of how these processes are carried out are the procedures, and their development will be informed by the relevant policy.

A procedure covering any process will generally specify;

- The title of the procedure relates to the task (s) which it is designed to perform.
- The method (s) used to fulfill the purpose of the procedure.
- Who implements this method (s).
- The evidence that will be generated when the procedure is implemented.
- How the effectiveness of the procedure will be monitored by whom, how often, in what way, etc.

What is termed a procedure can take many forms. e.g. a staff handbook may be 'the procedures covering aspects of staff recruitment and development.



**Manual of Policies and Procedures at the
College of Medicine, Imam Mohammad Ibn
Saud Islamic University**

Policies and Procedures Manual for Faculty Members

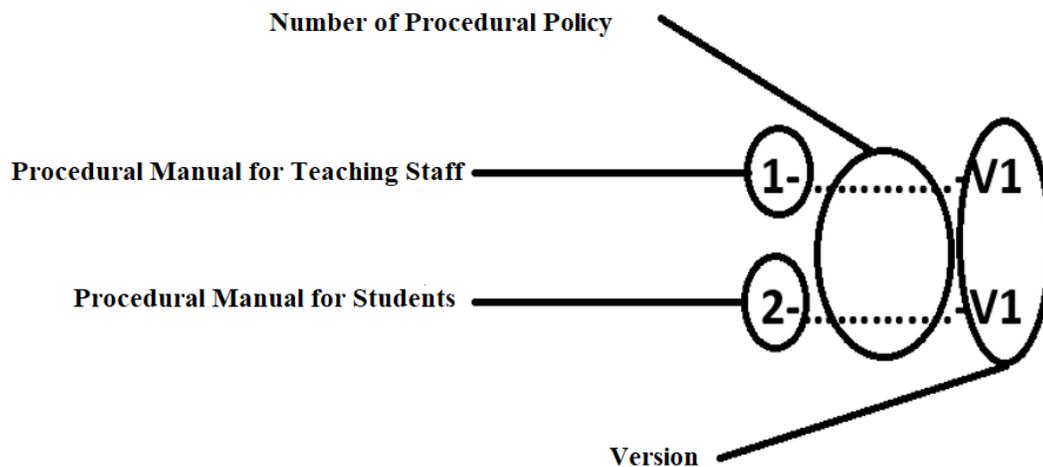
General definitions:

Student: A male or female student at the College of Medicine at Imam Mohammad Ibn Saud Islamic University

Scientific Department: The Scientific Department of the College of Medicine at Imam Mohammad Ibn Saud Islamic University

College Board: Board of the College of Medicine at the College of Medicine at Imam Mohammad Ibn Saud Islamic University

Coding:



Subject:	Procedures for applying for posts of Faculty members and the like from outside the university	Number:	1-1-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determine the method of organizing the application for the posts of faculty members, demonstrators and lecturers, in accordance with the applicable rules and regulations

Field of application:

These procedures apply to those who wish to apply for academic positions at the College of Medicine of Imam Mohammad Ibn Saud Islamic University from outside the university

Action:

- Apply through the online employment portal through the link <https://jobs.imamu.edu.sa> and no paper submission is considered.
- A committee is formed from the scientific department to conduct the personal interview and select candidates based on the comparison weights approved by the College Board
- Department Board approval of the candidates
- Submitting the minutes of the department Board and interview committees to the dean of the college for approval
- Passing the candidates' transactions on the electronic portal of the College Board and apologizing to those who were not nominated, with an explanation of the reason for exclusion.
- Submit to the Secretary of the College Board the following:
 1. A copy of the applicant's identification document
 2. A copy of the Bachelor's, Master's, and Doctorate degrees or equivalent
 3. Attach a copy of the published research, if any
 4. The applicant's CV
 - 5- A copy of the minutes of the interview committees and the minutes of the department containing the recommendation for nomination after being approved by the College's Dean.
- After the approval of the College Board, the recommendation for appointing the candidate is passed to the scientific Board at the university through the online portal to complete the legal procedures

Formal Document:

- The regulations governing the Saudi universities employees' affairs of the Faculty members and the like <http://bit.ly/37QUCZR>
- The relevant executive rules issued by the University Council

Subject:	Appointing of the Demonstrators and lecturers as Assistant Professors	Number:	1-2-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determine the method of organizing the submission of applications for promotion for teaching assistants and lecturers of the College of Medicine in accordance with the applicable rules and regulations

Field of application:

- These procedures apply to the teaching assistants and lecturers of the College of Medicine at Imam Mohammad Ibn Saud Islamic University who have completed the requirements for appointment to the position of Assistant Professor

Action:

- Fill out a form for appointing faculty members and the like, which can be downloaded through the following link: <https://bit.ly/2Ql3aig>
- Department Board approval of the appointment request
- Submitting the Department Board Minutes to the Dean of the College for approval
- Submit the following requirements to the Secretary of the College Board:
 1. A copy of the applicant's proof of identity
 2. A copy of the academic record and graduation documents for each of the bachelor's, master's, and doctoral levels, or equivalent
 3. Attach a copy of the published research, if any
 4. The applicant's CV
 - 5- A copy of the department's board minutes containing the recommendation for appointment after approval by the College's Dean
- The application for appointment is presented to the College Board, and after approval, the application is submitted to the Scientific Board at the university to complete the legal procedures

Formal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>
- The relevant executive rules issued by the University Council

Subject:	Promotion of the Faculty to Associate Professor or Professor posts	Number:	1-3-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determine the method of organizing the application for academic promotion applications for faculty members in the College of Medicine in accordance with the regulations and regulations in force

Field of application:

- These procedures apply to faculty members of the College of Medicine at Imam Mohammad Ibn Saud Islamic University who have completed the requirements for academic promotion to the rank of Associate Professor or Professor

Action:

- A faculty member fills out the evaluation form for the research output for promotion, and it can be downloaded through the link: pgr.med@imamu.edu.sa
- The evaluation form for the research output for promotion is sent with a copy of each research attached to the e-mail of the Vice Dean for Postgraduate Studies and Scientific Research pgr.med@imamu.edu.sa to review the research output through the Promotion Research Review Committee and to give the committee's opinions to the promotion student and the head of the department.
- Approval of the Department Board on the promotion request
- Uploading the promotion request through the academic system <https://fms.imamu.edu.sa> and no paper submission is accepted.
- Sending a copy of the Department's Board minutes containing the approval recommendation to the College Board secretary after being approved by the College's Dean
- The application for appointment is presented to the College Board, and after approval, the application is submitted to the Academic Board at the University through an academic system to complete the legal procedures.

Formal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>
- The relevant executive rules issued by the University Council

Subject:	Internal and External Scholarships	Number:	1-4-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining the method for organizing scholarship requests for teaching assistants and lecturers in the College of Medicine in accordance with the applicable rules and regulations

Field of application:

- These procedures apply to teaching assistants and lecturers at the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University who wish to receive internal or external scholarships for a master's or doctoral degree, or both together, or for scholarships in medical fellowships.

Action:

- Bring a copy of the acceptance letter (unconditional) from the entity to be dispatched to, indicating the program's name, duration and start date, along with the program's curriculum details (Program description)
- Submission of the application via the Safeer system: <https://esf.imamu.edu.sa>
- Approval of the Department Board on the scholarship application
- Approval of the application is passed through the INSEAP system
- Sending a copy of the Department Board's minutes containing the recommendation to approve the scholarship to the Secretary of the College Board after being approved by the Dean of the College
- The scholarship application is presented to the College Board and after approval, the application is passed to the permanent committee for scholarship and training at the University through a flow system to complete the regular procedures and issue the scholarship decision

Formal Document:

- List of scholarships and training for university employees <http://bit.ly/3aUz7t8>

Subject:	Extension of the Internal and External Scholarships or changing the university	Number:	1-5-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing scholarship extension requests for teaching assistants and lecturers of the College of Medicine in accordance with the applicable rules and regulations

Field of application:

- These procedures apply to scholarships from teaching assistants and lecturers at the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University who wish to apply for extension of the internal or external scholarships for master's or doctoral degrees or medical fellowships.

Action:

- Submitting a request for an extension or a change through the Safeer system for internal scholarships <https://esf.imamu.edu.sa>
- Applying for extension or changing the university through the Ambassador system for external scholarship <https://safeer.moe.gov.sa>
- Attach a letter from the entity to which he is dispatched that includes the duration of the extension period and the date of its commencement with a mention of the justifications for the extension
- Sending a copy of the Department Board's minutes containing the recommendation to approve the extension of scholarships or changing the university to the Secretary of the College Board after being approved by the Dean of the College
- The request to extend the scholarship or change the university is presented to the College Board, and after approval, the request is passed to the permanent committee for scholarship and training at the university to complete the regular procedures and issue a decision to extend the scholarship

Formal Document:

- List of scholarships and training for university employees <http://bit.ly/3aUz7t8>

Subject:	Termination of the Scholarship and commencement of work at the college	Number:	1-6-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the procedures for terminating the mission and commencing work for the teaching assistants, lecturers, and employees of the College of Medicine in accordance with the rules and regulations in force

Field of application:

- These procedures apply to scholarships from teaching assistants and lecturers at the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University who wish to terminate their scholarship, whether by obtaining a degree or any other reasons to terminate the scholarship

Action:

- The scholarship student submits a request to terminate the scholarship through the Flow Internal Scholarship System <https://esf.imamu.edu.sa> and through the Ambassador's External Scholarship System <https://safeer.moe.gov.sa>
- Sending a letter from the scholarship to the head of the department that includes the scholarship termination date and the date of his commencement in the department, accompanied by the academic degree certificate he obtained and evidence of submitting the scholarship termination request
- The head of the department submits a letter to the dean of the faculty stating that the scholarship student undertakes his duties in the department
- A letter is submitted by the Dean of the College to the Deanship of Human Resources that includes directly the faculty member to take the necessary actions to initiate.
- In the event that educational tasks are assigned to the scholarship student after his initiation, the head of the department submits a request to disbursement of the education allowance to the Dean of the College in preparation for raising it to the Deanship of Human Resources, accompanied by a form of the teaching load in order to complete the disbursement procedures, and the form can be downloaded through the link <https://bit.ly/2Ytd5qy>

Formal Document:

- List of scholarships and training for university employees <http://bit.ly/3aUz7t8>

Subject:	Recourse of faculty members to work as a part-time consultant to governmental agencies	Number:	1-7-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the process of recourse of the faculty members from the College of Medicine to work as part-time consultants for governmental agencies in accordance with the applicable rules and regulations.

Field of application:

- These procedures are applied to faculty members and those of similar status in the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University, whom government agencies wish to work for as part-time consultants.

Action:

- The requesting party sends a request to the university administration through the Ministry of Education requesting the recourse of the faculty member, provided that the letter includes the period and the beginning of the consultation, provided that the nature of the work of the faculty member at the requesting party is in line with his specialization and the period of consultation is one year for each request
- Department Board approval of the consultation request
- Sending a copy of the Department Board's minutes to the Secretary of the College Board after being approved by the Dean of the College
- The request for advice is presented to the College Board and after approval, the request is passed to the university administration, and the specialists study the request until the competent authority at the Ministry of Education approves it and sends the approval letter to the requesting party
- The faculty member submits a report to the head of his department after the end of his term as a consultant to the requesting party in preparation for submitting it to the Dean of the College and then to the University administration, provided that the report includes all the tasks he performed during his term as a consultant to the governmental agency.

Legal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>

Subject:	Recourse of faculty members to work as a part-time consultant to private sector	Number:	1-8-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the process of using the services of faculty members from the College of Medicine to work as part-time consultants in the private sector in accordance with the rules and regulations in force

Field of application:

- These procedures are applied to faculty members and those of similar status in the College of Medicine at Imam Mohammad Ibn Saud Islamic University whom private sector entities wish to work for as part-time consultants

Action:

- The requesting party sends a request to the university administration through the Ministry of Education requesting the recourse of the faculty member, provided that the letter includes the period and the beginning of the consultation on, through the advisor system <https://mustashar.sa> that the nature of the work of the faculty member at the requesting party It corresponds to his specialization and the duration of the consultation is one year for each request.
- The application is sent to the head of the department through the university administration electronically
- Department Board approval of the consultation request
- Passing the application to the College Board by the head of the department in the single-entry system (university) through the link <http://bit.ly/3kDr733>
- Sending a copy of the Department Board’s minutes to the Secretary of the College Board after being approved by the Dean of the College
- The request for consultation is presented to the College Board and after approval, the application is passed to the University’s administration in the unified entry system (university) and the specialists study the request until the competent authority at the Ministry of Education approves it and sends the approval letter to the requesting party
- The faculty member submits a report to the head of his department after the end of his term as a consultant to the requesting party in preparation for submitting it to the Dean of the College and then to the university administration, provided that the report includes all the tasks he performed during his term as a consultant to the government agency

Legal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>

Subject:	Secondment of faculty members to work as a full-time consultant to governmental and private sector agencies	Number:	1-9-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing the secondment of faculty members from the College of Medicine to work as full-time consultants in the government or private sector in accordance with the applicable rules and regulations.

Field of application:

- These procedures are applied to faculty members and those of similar status in the College of Medicine at Imam Mohammad Ibn Saud Islamic University, whose government and private agencies wish to work for them as full-time consultants on the secondment system.

Action:

- The requesting party sends a request to the university administration through the Ministry of Education requesting the secondment of the faculty member, provided that the letter includes the period and the beginning of the secondment, and the loan period is one year for each request
- Approval of the secondment request from the Department Board.
- Sending a copy of the Department Board's minutes that includes the recommendation to approve the secondment request to the Secretary of the College Board after being approved by the Dean of the College
- The request for consultation is presented to the College Board, and after approval, the request is submitted to the Deanship of Human Resources to complete the legal procedures

Formal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>

Subject:	Transferring the services of faculty members and their equivalents outside the university	Number:	-10-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing the process of transferring the services of faculty members from the College of Medicine to sectors outside the university in accordance with the applicable regulations and regulations

Field of application:

- These procedures apply to faculty members and those of similar status in the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University who wish to transfer their services outside the university

Action:

- The party requesting the transfer of services sends a request to the university administration through the Ministry of Education requesting that the services of a faculty member be transferred to it
- Approval of the secondment request from the department council
- Sending a copy of the Department Board’s minutes that includes the recommendation to approve the secondment request to the Secretary of the College Board after being approved by the Dean of the College
- The request for consultation is presented to the College Board, and after approval, the request is submitted to the Deanship of Human Resources to complete the legal procedures

Formal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>

Subject:	Recourse of collaborators from outside the university	Number:	1-11-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing the process of seeking help from collaborators with the College of Medicine from employees of other Colleges inside the University or from outside the university to work as collaborators with the college in teaching students theoretically and clinically, whether within the university or in the health sectors in which university students are trained, in accordance with the applicable regulations and systems.

Field of application:

- Those who are qualified to work as collaborators with the College of Medicine from the employees of other colleges inside the university or from outside the university

Action:

- Filling out the cooperation request form and completing all requests and signatures contained therein, which can be downloaded through this link <https://bit.ly/3gAB8dG>
- Approval of cooperation from the department council
- Sending a copy of the department's board minutes containing the recommendation to approve cooperation to the Secretary of the College Board after being approved by the Dean of the College, with clear copies of the ID / residency, the IBAN, and the last academic qualification obtained by the collaborator.
- The request for cooperation is presented to the College Board, and after approval, the request is submitted to the Chairman of the Standing Committee for the Teaching Load and the collaborators to complete the legal procedures.

Formal Document:

- The regulations governing the Saudi universities' employees' affairs, of the faculty members and the like <http://bit.ly/37QUCZR>

Subject:	Application for Scientific Distinction Allowance	Number:	1-12-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the process of applying for the allowance for scientific distinction for faculty members and the like, in accordance with the applicable rules and regulations.

Field of application:

- Faculty members and persons of equivalent status at the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University

Action:

- Submitting the application via the flow system <https://esf.imamu.edu.sa> attached with a copy of the research / scientific output.
- Approval of the request for distinction from the department council, and approval of the request in an INSYAB system.
- Sending a copy of the Department Board's minutes containing the recommendation to approve the Distinction request to the Secretary of the College Board after being approved by the Dean of the College with attaching a copy of the scientific output applied for in order to obtain the Scientific Distinction Allowance.
- The request for consultation is presented to the College Board, and after approval, the request is passed with approval to the Deanship of Scientific Research to complete the legal procedures

Formal Document:

- Speech of His Excellency the (formerly) Minister of Higher Education No. 9285, dated 5/27/1431 AH.

Subject:	Application for Book Translation	Number:	1-13-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the application process for the translation of scientific books for the Faculty members and the like, in accordance with the rules and regulations in force

Field of application:

- Faculty members and persons of equivalent status at the Faculty of Medicine at Imam Mohammad Ibn Saud Islamic University

Action:

- Department Board approval of the translation request.
- Submit to the Secretary of the College Board a copy of the department's minutes that includes approval of the translation accompanied by copies of the cover of the book and the name of the author and publisher, provided that the edition of the book is the most recent edition.
- The approval of the College Board on the translation request and uploading a letter that includes approval to the Dean of the King Abdullah Institute for Translation and Arabization and sends a copy of the letter to the requesting faculty for translation to be uploaded on the institute's portal.
- Those wishing to translate fill out a book translation request form through the link below and attach the College Board's approval for the translation
<https://apply.imamu.edu.sa/Pages/user.aspx?fid=be8e43c1-84b8-4e89-a04b-f78d3ee7a314>
- Sending a hard copy of the book to be translated to the King Abdullah Institute for Translation and Arabization at Imam Mohammad Ibn Saud Islamic University PO Box 5701 Riyadh 11432 Kingdom of Saudi Arabia
- Send a digital copy of the book (if available) to the e-mail tai@imamu.edu.sa or attach it to a CD with the hard copy of the book.

Formal Document:

- Bylaw governing the Saudi universities' employees' affairs, of the faculty members and the like
<http://bit.ly/37QUCZR>
- Unified Regulations for Scientific Research in Universities <http://bit.ly/2PjvWmr>

Subject:	Application for Housing allowance for Physicians and Dentists	Number:	1-14-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

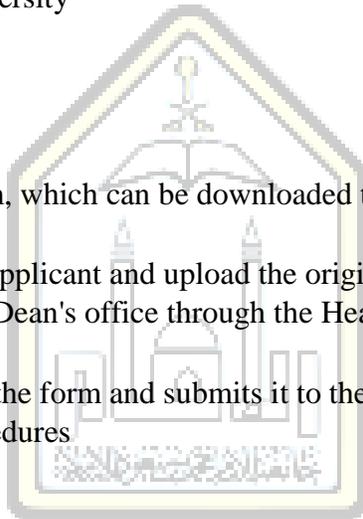
- Determining a path for organizing the application process for housing allowance for doctors and dentists, in accordance with the applicable regulations and regulations

Field of application:

- Faculty members and physicians and dentists of similar status at the College of Medicine at Imam Mohammad Ibn Saud Islamic University

Action:

- Fill out the housing allowance form, which can be downloaded through the link <http://bit.ly/2NJuyJj>
- The form should be signed by the applicant and upload the original form (photos or electronic signatures are not accepted) to the Dean's office through the Head of the Department.
- The Dean of the College approves the form and submits it to the financial department at the university to complete the disbursement procedures



Formal Document:

- The fourth item of Cabinet Resolution No. 178 dated 06/01/1430 AH

Subject:	Disbursement of expenditures for the education of children of the contracted faculty members	Number:	1-15-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize the disbursement of expenditures for the education of the children of contracted faculty members

Field of application:

Non-Saudi contracting members of the teaching staff and their equivalents

Action:

- Fill out the expenditure disbursement form for the education of the children of the contracted faculty members (in Arabic) and it can be downloaded through the link <http://bit.ly/3bJHpTQ>
- Attach copies of residency permits for children's students.
- In the event that the student speaks Arabic, he must bring proof of his inability to be accepted into government schools from the Education Department.
- The application is submitted to the Director of Administrative and Financial Affairs at the College of Medicine to review and submit it to the Dean of the College.
- The request is submitted by a letter from the College Dean to the Dean of Human Resources to complete the regular disbursement procedures.

Formal Document:

- Bylaw for employing non-Saudis in universities <http://bit.ly/3aXBX0i>

Subject:	Application for global publishing incentives	Number:	1-16-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determine a pathway to organize the application process for global publication incentives

Field of application:

- All faculty members and the like

Action:

- Fill out the application form for publication incentives (a form for each research), which can be downloaded through the link <http://bit.ly/3r0Ijhh>
- Attach a hard copy of each submitted paper and evidence of the journal's inclusion in the Science Network.
- Delivering all applications to the Director of the Research Center in preparation for submitting them to the Deanship of Scientific Research.
- Note: The application is within the time period specified by the Deanship of Scientific Research.

Formal Document:

- Unified Regulations for Scientific Research in Universities <http://bit.ly/2PjvWmr>



Manual of Policies and Procedures for Students

Subject:	Re-registration Request	Number:	2-1-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

Determining a path for organizing re-registration requests for college students in accordance with the applicable rules and regulations

Field of application:

- Students whose registration has been closed from the college

Action:

- The re-registration application form must be filled out and signed by the student, and it can be downloaded through the link <http://bit.ly/3bMPszd>
- The form is submitted to the College Vice Deanship for Educational Affairs for presentation to the Academic Advising Unit.
- The Vice Dean for Educational Affairs submits the application to the Secretary of the College Board, including a detailed explanation of the student's condition, the number of academic warnings, their reasons, and the suggested recommendation regarding the student's case with a copy of the academic record attached.
- College Board decides on the student's case, and then the recommendation is submitted to the Deanship of Admission and Registration Affairs to complete the legal procedures

Formal Document:

- Bylaw for undergraduate study and examinations <http://bit.ly/3b36N7T>

Subject:	Graduation Documents' Issuance	Number:	2-2-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing graduation documents issuance requests in accordance with the applicable rules and regulations

Field of application:

- Students who have successfully completed the graduation and internship requirements

Action:

- Submitting to the College Vice Deanship for Educational Affairs a request to issue a graduation document attached to the application, a copy of the academic record and a copy of the Excellence Certificate, along with the original certificate for conformity.
- The Vice Dean for Educational Affairs submits the application to the Secretary of the College Board.
- The College Board decides on the application, and then the recommendation is submitted to the Deanship of Admission and Registration Affairs to complete the legal procedures and issue the document

Formal Document:

- Bylaw for undergraduate study and examinations <http://bit.ly/3b36N7T>

Subject:	Student's Grievance	Number:	2-3-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing student grievance requests and procedures in accordance with the applicable rules and regulations

Field of application:

- University student at the College of Medicine who think in his right being investigated in any aspect, whether academic or not.

Action:

- Grievance is filed within a period not exceeding 30 days from the date on which the claimed right is established, and no grievance is accepted after the lapse of this period.
- The grievance request must include the following:
 - 1- The student's triple name, his university number, his civil record, and his means of communication (university e-mail and mobile number)
 - 2- Determine the subject matter of the grievance and detail it according to the timeframe sequence.
 - 3- Determine the person or party to whom the complaint is made.
 - 4- Determination of the harm caused.
 - 5- Previous steps taken by the student to solve the topic
 6. Attach all documents and information that support the application
 7. The student's signature on the application and writing the date on which the application was submitted
- The application shall be submitted to the head of the relevant unit. If the grievance is against the unit head, it shall be submitted to his immediate superior.
- The unit head decides on the grievance request within a maximum of 60 days after receiving the request.
- If the grievance request needs to be presented to the Department's Board or the College Board, then the person that the grievance against him may not attend the session.
- Complaints requests are kept strictly confidential and only the relevant persons see them.
- The student is informed of the outcome of the grievance through the university e-mail.
- The Dean of the College has the right to refer the student to the Disciplinary Sub-committee of the College of Medicine if it is proven that the student's grievance is malicious.
- When the student wishes to submit the grievance request to higher bodies at the university, it is necessary to explain what previous measures have been taken to resolve the issue.

Formal Document:

- University student grievance rules and procedures at Imam Mohammad Ibn Saud Islamic University
<http://bit.ly/30c031r>

Subject:	Submission of Absence Excuses	Number:	2-4-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path for organizing requests and procedures for submitting student excuses in accordance with the applicable rules and regulations

Field of application:

- Medical student at the College of Medicine who wishes to submit an excuse for attending a scheduled exam or educational activity.

Action:

1. The student submits the excuse within a period not exceeding 10 working days from the date of his absence.
- 2- If the excuse is medical, then the excuse must contain the name of the doctor who conducted the medical examination stamped with the doctor's code provided that the excuse contains the stamp of the facility granting the excuse and the signature of its manager.
- 3- To attach with the excuse a report of the sickness if it was absent from an examination.
- 4- The excuse of re-testing the alternative test shall be applied.
- 5- It is not allowed to repeat more than 3 excuses during the semester from private health facilities.
6. The maximum period for excuses issued by private sector hospitals is only one day.
7. A complete application is sent to the excuses committee of the College of Medicine on the e-mail Exc.med@imamu.edu.sa and no incomplete application will be considered.

Formal Document:

- University student grievance rules and procedures at Imam Mohammad Ibn Saud Islamic University <http://bit.ly/30c031r>

Subject:	Marks Recording and Amendment	Number:	2-5-V1
Date of start for application:	04.01.2020	Next Review Date:	04.01.2022

Purpose:

- Determining a path to organize requests for modification and monitoring of supplementary and alternative test scores and the degree that is proven wrong in monitoring them.

Field of application:

- Supervisors of courses, heads of scientific departments, and the Vice Dean for Educational Affairs

Action:

1. Fill out a degree modification/ monitoring form and sign it from the course supervisor and the head of the department. The form can be downloaded through the link <http://bit.ly/3hoPqz7>, with the necessity to write the reason for the degree modification.
2. - Attach a copy of the course transcript and the student's academic record.
- 3.- The form is submitted to the Vice Dean for Educational Affairs to review and submit it to the Secretary of the College Board for presentation to the Board.
- 4.- After the College Board approves the amendment/ balance, the transaction is submitted to the Deanship of Admission and Registration Affairs to complete the legal procedures

Formal Document:

- His Excellency the President of the University Circular No. (126632) dated 09/03/1440 AH

Students' Academic Codes of Conduct



Students' Academic Codes of Conduct

Policy	Responsibility toward Educational Process:
<i>Situations</i>	<ol style="list-style-type: none"> 1. Student should carry out his academic responsibilities diligently and according to the schedules prescribed by the school, department and lecturers. 2. Achieve excellence in his/her study according to the prescribed rules and norms of good academic standards. 3. Student should act ethically and honestly in the preparation, conduct and submission of academic work, and all forms of assessment, including formal examinations and informal tests. 4. Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically. 5. Conform to the University's requirements for working with humans, animals and biohazards. 6. A student who commits an act of academic dishonesty is subject to disciplinary action.
Policy	Responsibility toward faculty members:
<i>Situations</i>	<ol style="list-style-type: none"> 1. Students should recognize the value of the academic efforts made by the faculty member 2. Students should conduct debate (topics with regard to different concepts and opinions) with faculty member in a professional and structured manner. 3. Students should not reproduce or distribute any materials (e.g. articles, slides) given by the course organizer/faculty, in whole or in part, in any manner (electronic form or hard copy), without the prior written consent of the copyright holder (course organizer/faculty). 4. Students should not submit a scientific paper in any conference or meeting without the authorization and/or indication of the supervisor's name or the contributors. 5. Students must cooperate with staff members in the investigation of disciplinary matters.
Policy	Responsibility toward Peers:
<i>Situations</i>	<ol style="list-style-type: none"> 1. Students should promote integration among the diverse students' ethnic backgrounds, and treat all peers with respect, dignity, impartiality, courtesy and sensitivity.

	<ol style="list-style-type: none"> The profession should be viewed as a partnership of equals. All students are colleagues with equal moral status and obligation in the decision-making process of the activities of the profession and the school.
Policy	Responsibility toward Patients:
<i>Situations</i>	<ol style="list-style-type: none"> Students should value and advocate the dignity and self-respect of patients. Patients' information acquired in the medical training shall be kept in strict confidence.
Policy	Academic Misconduct:
<i>Situations</i>	<ol style="list-style-type: none"> Providing false or misleading information to an instructor or any other medical school official. Fabricating or altering information or data and presenting it as legitimate. Improper access to, or electronically interfering with, the property of staff or the University via computer or other means. Removing, defacing, or deliberately keeping from other students library materials that are on reserve for specific courses. Destroying or stealing another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software. Obtaining a copy of an exam or assignment prior to its approved release by the instructor. Distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, in whole or in part, in any manner (electronic form or hard copy), without the express permission of the instructor (copyright holder). Forgery of an instructor's signature on a letter of recommendation or any other document Submitting an altered transcript of grades to or from another institution Putting one's name on another person's exam or assignment Altering a previously graded exam or assignment for purposes of a grade appeal or gaining points in a re-grading process. Citing from non-existing or fictitious sources. Publishing, distributing and disseminating any materials or making any statement in public without the prior authorization of the University that will adversely affect the good name and reputation of the University and its members

	14. Failure to disclose details of identity to a member of staff of the University or a College in circumstances in which it is reasonable to require that such information be given.
Policy	Scientific Research Misconduct:
<i>Situations</i>	<ol style="list-style-type: none"> 1. Prevent submission of the same article simultaneously to more than one journal without informing the editors concerned. 2. A consent by co-authors should be there (co-authorship of an article indicates that all individuals who have genuinely participated in research, in either a conceptual or practical sense, have full knowledge of, and are in total agreement with, the content of the article). 3. Acknowledgments of financial support should be mentioned. 4. Should not release of premature scientific data without agreement from other research contributors.
Policy	Cheating:
<i>Situations</i>	<ol style="list-style-type: none"> 1. Using or referring to notes, books, devices or other sources of information during an examination when such use has not been expressly allowed by the faculty member who is conducting the examination. 2. Copying another student's answers or allowing another student to copy one's answers on examination. 3. Acting as substitute for another or utilizing another as a substitute during an Academic Evaluation. 4. Preprogramming a calculator, cell phone, or other device (smart watches, apple watch) to contain answers or other unauthorized information for exams. 5. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam. 6. Allowing others to do an assignment or portion of an assignment for you. 7. Submission of the same assignment for more than one course without prior approval of all the instructors involved. 8. Forgery of another student's signature on the attendance sheet.
Procedures for previous policies	<ol style="list-style-type: none"> 1. Academic department should raise misconduct report to the development and quality unit and then raise it to the vice dean of academic affairs and vice dean of female student affairs.

	<ol style="list-style-type: none"> 2. The vice dean of academic affairs and vice dean of female student affairs raise the misconduct report to student's disciplinary committee for treating them according to the rules and regulations of the university and college. 3. Development and quality unit follow up the implementation of consideration and actions of student's disciplinary committee.
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Student with poor academic performance	
Policy	<i>Poor performance and failing students should be helped to overcome their academic weakness and to improve their grades</i>
Condition:	This policy and procedure apply to academic advisors and academic guidance committee
Purpose:	To improve the academic achievement of medical student in accordance with Al Imam COM and university missions.
Procedures	<ol style="list-style-type: none"> 1. Course organizer recognizes poor academic performance students after each exam and inform the concerned academic advisors. 2. Academic advisor should meet with the poor academic performance students and provide intensive academic counseling and advising. 3. Academic advisors should assist those students to identify their difficulties and to develop a plan of action mutually agreeable to the advisor and the students. 4. Academic advisors arrange for meetings between students and course organizer to assist students in improving their academic performance. 5. Academic advisor follow up their progression and raise report for each student to the head of academic guidance committee. 6. If the student needs higher level intervention, the student should be referred officially to the unit for further evaluation and intervention with cooperation with the related services. 7. The head of academic guidance committee raise recommendations and plans to the vice dean of educational affairs or vice dean of female student's affairs. <p><u>Action Plan:</u> A plan of action is a course of study designed to help the student perform more effectively and may include:</p> <ol style="list-style-type: none"> 8. Reduce number of hours registered. 9. Provide help by faculty members during their office hours (mentorship).

	<p>10. Re-enrollment in courses in which the student previously received a failing grade.</p> <p>11. Career counseling.</p> <p>12. Recommend other measures by the academic advisor</p>
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Supports for students with psychological illness	
Policy	<i>Academic advisors should recognize psychologically ill students and assist them to minimize the effect of psychological illness in their academic performance.</i>
Condition:	This policy and procedure apply to academic guidance committee, academic advisors, psychiatry department and course organizers
Purpose:	To provide an opportunity for psychologically ill students to overcome their sufferings and improve their academic performance.
Procedures	<ol style="list-style-type: none"> 1. Academic advisors should recognize psychologically ill students during the academic year and academic advising sessions.. 2. Academic advisors should refer psychologically ill students to a specialized Psychologist/Psychiatrist of the Psychiatry Department at the Medical center, for proper assessment and diagnosis. 3. A plan for therapy and counseling should be formulated according to individual needs. 4. Psychologically ill students should receive intensive psychological therapy after the approval of their parents/family members. 5. Academic advisors should follow up academic achievement of psychologically ill students and compliance with management plans and raise a confidential report to the head of academic guidance committee. 6. Academic guidance committee should discuss all reports of psychologically ill students and approved a final report that include full assessment and sufficient follow up including action plans. 7. Head of academic guidance committee should raise a confidential report for major psychologically ill students to the College Dean including action plans. <p>Action Plan may include:</p> <ul style="list-style-type: none"> • Psychiatric treatment for certain period of time and then re-evaluation. • Dropping registered courses. • Either continuation or dismissal from the program based on progress and treatment.

Support the students' participation in scientific events

Policy	<i>The College of Medicine is dedicated to encourage medical students to participate in local and international conferences (speakers/poster) in order to improve their academic performance</i>
Condition:	This policy and procedure apply to vice deanships of male and female students, academic guidance committee and academic departments.
Purpose:	To organize the students' participation in conferences, symposium and workshops in both local, international levels and to benefit from student fund program.
Procedures	<ol style="list-style-type: none"> 1. Those conditions applied to students who participate in conferences (funded and not funded). 2. The participant student should review the participation conditions through the deanship of student affairs. 3. The participant student should submit a written request to the vice dean of the educational affairs or to the vice dean of female student affairs. 4. The request should be supported by the necessary documents such as letter of acceptance, poster, topic presentation and program timetable. 5. The request should be referred to the concerned department of the faculty research supervisor or to the concerned department related to the participation field in case if no supervisor. 6. The Department Board should raise request to the College Board through the Dean for final approval. 7. Approved request will be referred to the deanship of student affairs before conference time in a period of not less than six weeks for student funded program. 8. In case of international conference, student can absent one day before and after the conference. 9. In case of local conference, student can absent one day before the conference. 10. The academic guidance committee can take opinion of the student's research unit regarding some of unknown conferences. 11. The participant should submit attendance certificate and a report to the concerned academic department as needed. <p>The participation report should include the following:</p> <ul style="list-style-type: none"> • All research titles. • Conference activities. • Recommendations of conference. • Benefits of participation.

Student grievance

Policy	<i>The students' complaint should follow specific steps according to the rules and regulations of the college and university.</i>
Condition:	This policy and procedure apply to all undergraduate students and interns of College of Medicine
Purpose:	To solve student's problems in order to provide safe learning environment.
Procedures	<ol style="list-style-type: none"> 1. Students who have been involved in the grievance should report the incident within five working days. 2. The incident should be reported to the vice dean of educational affairs and vice dean of female student affairs. 3. The vice deans or who delegate should refer the grievance and complains to the students' rights committee for consideration. 4. The students' rights committee should discuss and decide on the issue within fifteen days from the date of submission of the complaint. 5. The students' rights committee should announce the decision to the stakeholders and be a negotiable grievance within fifteen days from the date of announcement of resolution. 6. If the grievance cannot be solved for any reason, the committee should refer the matter to the standing committee of the university to study and take actions. 7. The standing committee raises its decisions to the Dean of the College of Medicine, then the dean raise it to concerned authority at the university. 8. Students who had exam result grievance should apply formal request through student's affairs to the concerned academic department within fifteen days from result announcement. 9. Academic department should refer all requests to the concerned course organizer in order to meet with the student and review their results.

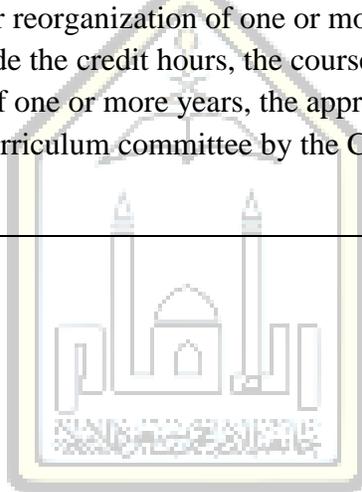
Undergraduate Plagiarism

Policy	<i>The college is dedicated to prevent plagiarism among undergraduate students by enforcing that all written assignments must abide by this policy and students are required to apply the rule of acknowledging all the authors and sources of their work. This reflects good professional conduct.</i>
Condition:	Apply to block coordinator/course organizer, academic departments, vice deanships of Academic affairs, and vice deanship of female students affairs
Purpose:	Define plagiarism & its importance, outline the different methods to avoid plagiarism And explain the possible students' penalties of plagiarism.
Procedures	<ol style="list-style-type: none"> 1. Within each assignment, students are required to submit their work, in their own words, with their own argument and analysis. 2. It is the responsibility of each student individually or as a group and the course organizers to ensure that written assignments are free from plagiarism 3. There are different types of plagiarism that students need to be aware of and avoid: <ul style="list-style-type: none"> • Directly copying material without referencing. • Substituting synonyms of the original text. • Paraphrasing but failed to reference (properly). 4. Students should not ask someone else to write their assignments for them, download information off the internet, and directly incorporate that information into their work without acknowledging its source. 5. The style of referencing used should be consistent and contain enough information to enable the reader to trace the source. 6. In order to avoid plagiarism students are required to: <ul style="list-style-type: none"> • Use footnotes, endnotes, or references, and a bibliography, references, or Works Cited page and place it at the end of the research paper to list the sources used. • Reference all the information, data, arguments they use in their assignments <p><u>Penalties:</u></p> <ol style="list-style-type: none"> 1. Block coordinator/course organizer should detect cases of plagiarism using one of the plagiarism detection services and referred them to Head of academic department. 2. Head of academic department should refer all cases of plagiarism to the vice dean of educational affairs and vice dean of female student affairs. 3. A committee formed by vice deanships for male and female students which include course organizer and Head of academic department as members to approve penalties of plagiarism. 4. Students who commit plagiarism will face one of the following penalties: <ul style="list-style-type: none"> • 1st time – verbal warning (incident report) • 2nd time – assignment receives a “zero”

	<ul style="list-style-type: none"> • 3rd time – referred to disciplinary committee for potentially fail the entire course or other penalties.
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Curriculum Changes	
Policy	<p>Program Curriculum changes:</p> <ol style="list-style-type: none"> 1. The College of Medicine Curriculum Committee is responsible for oversight of all changes to the program curriculum. 2. The approval process is to support and ensure a coherent and coordinated effort among multiple stakeholders, including theme within the courses, course organizers, curriculum development unit, the vice-dean for educational affairs, and other teaching staff, and students 3. Administrative staff responsible for oversight and delivery of the Program curriculum. 4. Prior to implementation, all changes to the program curriculum require submission, review and approval of a proposal. 5. Changes are divided into major modifications, and minor modifications. 6. The development of curriculum change proposals may also involve consultation with other individuals and/or committees, departments, Colleges or other institutions (Benchmarking).
Condition:	Apply to the curriculum development committee and medical education department
Purpose:	Regulating and governing how changes to curricula within the MBBS program at College of Medicine are conducted.
Procedures	<ol style="list-style-type: none"> 1. The formal review and approval of curriculum change proposals begins at the local level i.e., course committee, undergraduate committee. 2. The approval process within the program should proceed with committee chairs being responsible for forwarding approved proposals to the next level. 3. Changes that are considered a major modification: <ul style="list-style-type: none"> - Any changes in the program learning outcomes (PLOs). - Any course changes that will have an impact on the PLOs. - Changes in the course credit or contact hours. - Change in time / semester allocated for the course. - Changes in the course CLOs. - Changes in more than 25% of the topics titles or learning outcome /objectives. - Changes in the lecture sequence if the course is aligned with another course/s. - Introducing a new teaching method to the course. - Introducing a new assessment method. - Significant changes to faculty engaged in course, example: involving other department in teaching the course or conducting the assessment. - Changing the course or block requirements. 4. Changes considered a minor modification: <ul style="list-style-type: none"> - Changes in less than 25 % of course lectures titles without changing the CLOs.

- Changes in the topic (lecture) learning outcomes/ objectives without impact on the CLOs.
 - Lecture/ learning activity sequence adjustment if it is stand-alone course.
5. The development of any proposal that might require approval by the curriculum committee as outlined the flowchart should involve early consultation with the VDEA in order to determine the appropriate information requirements and approval processes.
 6. As Head of the Curriculum Development Committee, the VDEA has final authority as to whether a change requires approval by the Curriculum Committee or can be presented to the Curriculum Committee for information.
 7. Following approval by the Program Curriculum Committee, the VDEA is responsible for submission of major modification proposals to the College Board for final approval.
 8. The College Board is the final approval body for major modifications proposal that does not include any change in the credit hours, the course timing, course level/semester or reorganization of one or more years.
 9. If changes include the credit hours, the course timing, course level/semester or reorganization of one or more years, the approved proposal will be forwarded to the university curriculum committee by the College Board.





List of Standards' Policies

	Policy's Title	Code
<u>Standard-1</u> Mission, Goal and Objectives	Periodic Revision of College and program Mission, Vision and goals	STD 1-01
<u>Standard-2</u> Governance and Administration	Delegation of Authority Policy	STD 2 -01
	Policy on policy preparation	STD 2 -02
	Organizational Management and Hierarchy Policy	STD 2 -03
	Committee and Task Force Team Formation Policy	STD 2 -04
	Integrated Strategic Planning Policy	STD 2 -05
	Conflict of Interest Policy	STD 2 -06
	Committee Self-Evaluation Policy	STD 2 -07
	Code of Conduct Policy	STD 2 -08
	Stakeholder Relationship Policy	STD 2 -09
	Disclosure and Transparency Policy	STD 2 -10
	Confidentiality of Information Policy	STD 2 -11
<u>Standard-3</u> Management of Quality Assurance and Improvement	Benchmarking Policy	STD 3- 01
	Quality Evaluation Surveys Policy	STD 3- 02
	Internal Quality Auditing Policy	STD 3- 03
	Encouraging Initiative and Creative Ideas Policy	STD 3- 04
	Key Performance Indicator Policy	STD 3- 05
<u>Standard-4</u> Learning and Teaching	Curriculum Review Policy	STD 4-01
	Plagiarism Policy	STD 4-02
	Student Academic Advising Policy	STD 4-03
	Peer Review Policy	STD 4-04
	Examination Policy	STD 4-05
	New Academic Program Approval Policy	STD 4-06
	Academic Quality Monitoring and Evaluation Policy	STD 4-07

	Internship Program Policy	STD 4-08
	Students Assessment Policy	STD 4-09
	Students' Poor Academic Performance Policy	STD 4-10
	Student Academic Appeal Policy	STD 4-11
<u>Standard-5</u> Student Administration and Support Services	Admission and Registration Policy	STD 5-01
	Student Grievance Policy	STD 5-02
	Student's Reenrollment Policy	STD 5-03
	Students Record Retaining and Disposal Policy	STD 5-04
	Student Examination Cheating Policy	STD 5-05
	Student Orientation Policy	STD 5-06
	Student Counseling Services Policy	STD 5-07
	Extra-curricular Activities Policy	STD 5-08
<u>Standard-6</u> Learning Resources	Personal Use of Computer Policy	STD 6-01
	Library Policy	STD 6-02
	Computer Upgrade Replacement Policy	STD 6-03
	Student Wi-Fi	STD 6-04
	Learning Resources Policy	STD 6-05
<u>Standard-7</u> Facilities and Equipment	Security Plan Policy	STD 7-01
	Building's Safety Plan Policy	STD 7-02
	Maintenance Policy	STD 7-03
	Assets Management Policy	STD 7-04
<u>Standard-8</u> Finance planning and Management	Budget Preparation Policy	STD 8-01
	Employee Reward and Recognition Policy	STD 9-01

<u>Standard-9</u> Faculty and Staff Employment Process	Disciplinary Policy	STD 9-02
	Orientation of New Staff Policy	STD 9-03
	Grievance Policy for Staff Policy	STD 9-04
	Leave Policy	STD 9-05
	Resignation and Termination Policy	STD 9-06
	Office hours Policy	STD 9-07
<u>Standard-10</u> Research	National & International Research Collaboration Policy	STD 10-01
	Publications Policy	STD 10-02
<u>Standard-11</u> Institutional Relationships with the Community	Communicating with Graduate Students Policy	STD11-01
	Media and Public Relation Policy	STD11-02
	Community Services Policy	STD11-03



Standard-1: Mission, Goal and Objectives

Policy Title:		Code:
Periodic Revision of College and program Mission, Vision and Goals		STD 1-01
Purpose	To ensure the college mission, vision statements and goals are reviewed periodically and in the light of changing circumstances.	
Policy	The policy of Al Imam College of Medicine (Al Imam COM) is to ensure that periodic review and feedback gathered on our mission, vision and goals by means of a broad range of input from throughout the college, stakeholders and independent reviewers to make it up-to-date and match with the current status.	
Procedure	<p><u>Review process:</u></p> <ol style="list-style-type: none"> 1. The College Board of Al Imam COM will decide on the review process wherever there are significant changes in the college nature or at least once in every five years as a part of strategic plan revision. Al Imam COM strategic planning committee will be responsible for initiating this review process. 2. College staff, students and other stakeholders will be informed about the review process and the circumstances and they can forward their inputs through completing a review survey format. 3. The strategic planning committee will receive the feedback from stakeholders and prepare an initial draft of mission and vision statement. 4. The college board will share the revised draft with the university for review and comment. 5. The final draft will be distributed to the faculty and other stakeholders with opportunity to forward their comments and thoughts. 6. The College Board will finalize the reviewed mission statement and forward to the University for Final Approval. 7. Once approved, it will be widely published through boards, college website, and other official documents. 8. Stakeholders awareness and agreement on Al Imam COM approved mission and objectives is annually measured by survey 9. The survey results will be considered for reviewing the vision & mission statements. 	

Responsibilities	<p><u>Strategic Planning and Development Committee:</u> Periodic review of vision mission and College –Bylaws.</p> <p><u>College Board:</u> Review and discuss the final draft of statements and regulations and recommend approval by University.</p> <p><u>University council:</u> Final approval of college vision, mission and Goals.</p>
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Standard-2: Governance and Administration

Policy Title:		Code:
Delegation of Authority		STD 2-01
Purpose	The purpose of this policy is to ensure the efficient operation of Al Imam College of Medicine (Al Imam COM) while maintaining fiscal and policy integrity through the careful delegation of authority. The procedures outlined below identify those situations in which it is appropriate to use delegations of authority and the procedures that should be followed to make such delegations.	
Policy	<ol style="list-style-type: none"> 1. The policy of Al Imam COM is to safeguard the college resources by establishing and maintaining sound managerial controls that scrutinize and detect any potential misuse of resources. 2. Accountability for the management of the property, assets, financial and human resources of Al Imam COM ultimately rests with the Dean. 3. Delegations of authority should be limited both in scope and time frame to achieve efficiency while maintaining accountability. 4. Delegations of authority are appropriate when the delegation will enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability. 	
Procedure	<ol style="list-style-type: none"> 1. The delegator will sign the form with the delegate for transformation of authority, the form then will be approved by the Director/Dean. 2. Signature authority for employment contracts may be delegated only if approved in advance by the concerned department. 3. Delegator must ensure that individuals who receive delegated authority shall have active involvement with the activity being conducted; and have sufficient knowledge of Al Imam COM policies, procedures and regulations to ensure compliance. 4. Delegator has to provide training if needed to the delegated person to ensure compliance with legislation and the policies. 5. Delegation shall be made only to employees who reasonably could be expected to understand and act in respect to the powers being delegated. 6. Each department is responsible for managing and monitoring its departmental delegations of authority. This includes maintaining official files of all delegations 	

Procedure	<p>of authority and conducting annual reviews of all the delegations to ensure that they are revised as necessary.</p> <ol style="list-style-type: none"> 7. Employees with delegated authority are accountable for the documents they sign and shall be responsible for assuring payment and adequate record-keeping. 8. A delegation of authority shall become effective on the date the delegation is fully executed. Delegations shall continue until it revoked. 9. It is the responsibility of the delegator to maintain proper control and management of his/her area; the delegator remains accountable for all actions taken by the delegated person. 10. Delegates are not allowed to approve transactions for themselves, their relatives or create a conflict of interest with the Delegate's responsibilities of the college. Such transactions must be countersigned by another authorized person, usually the person of next higher authority. 11. Persons who improperly delegate or misuse delegated authority may be subject to an investigation and sanctions, which may include removal of signature authority, disciplinary action or termination of employment.
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Responsibilities	<ol style="list-style-type: none"> 1. <u>Department Chairs:</u> Ensure proper work flow is maintained within the department by official delegation. Keep record of all official documentation of delegations. 2. <u>Delegator:</u> Clarify the scope of delegated authority and limitations. Provide needed training for the delegate. 3. <u>The Delegate:</u> Ensure clear understanding of delegated responsibilities, authority and limitations.
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Policy Title:	Code:
Policy on Policy Preparation	STD 2 -02

Purpose	<ol style="list-style-type: none"> 1. To provide guidelines for preparing, reviewing, and approving the Program documents at Al Imam COM. 2. To ensure that the documentations are completed following unified process.
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	<ol style="list-style-type: none"> 1. Al Imam College of Medicine will follow the unified process to follow the documents from the point of preparation till final approval.
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<p>Policy</p>	<ol style="list-style-type: none"> 2. Program documents will be considered final only after the approval by the Central Quality Unit. 3. It is the responsibility of the author to follow the steps of review until its final approval. 4. The originals of Al Imam COM Program Documents will be kept in Central Quality Unit and copies with the concerned departments and Vice Dean's office. 5. Program Specification (PS), Course Specifications (CS), and Field Experience Specifications (FES) with blue print and study guide has to be finally approved minimum two weeks prior to the start of the academic semester.
<p>Procedure</p>	<ol style="list-style-type: none"> 1. The author has to prepare the documents and send to Reviewer -1 (who is a member from the same department) for feedback. 2. The document will be then forwarded to the external reviewer (Reviewer-2) (from other department/external to the college) for comprehensive review and feedback. 3. The document will be forwarded to the Vice Dean (Reviewer-3) 4. Reviewer 1, 2 & 3 are responsible for a comprehensive review of the document content. 5. After that, the document will be send to the Medical Education Head(Reviewer-4) and Department Headfor final review and approval. 6. The document will be forwarded to Central Quality Unit Director to verify the consistency of the document and its congruity with the established guidelines.

Policy Title:		Code:
Organizational Management and Hierarchy		STD 2-03
Purpose	To demonstrate Organizational Management Authority matrices reporting lines and communication process at Al Imam College of Medicine.	
Policy	<ol style="list-style-type: none"> 1. The Organizational Management at Al Imam COM will be guided by regulations of the university and regulations for governmental colleges by MOE. 2. The approved Organizational Chart describes the Organizational structure followed at Al Imam COM. 3. The Governing body monitor the overall performance of the college; determine major policies, strategic directions and budget. 4. The Governing body follows the management of Academic Affairs. If there are concerns about detailed academic matters, these are referred back for further consideration by the College Management. 5. The College Dean is overall responsible for detailed academic judgment and management decisions and is responsible for the internal academic and administrative units. 6. The policies and regulations of the college provide the framework for management decision making, and accountability at all levels of the college. 7. The College maintains a positive Organizational climate in which contribution of individuals is recognized and valued. 8. The College aims at effective communication between the members of the committees and boards and between individuals in the different sections carrying out related activities. 9. The College Administration ensures regular and effective communication about operational matters and significant new developments through internal e-mails, memos, general and departmental staff meetings. <p><u>The College Organizational Hierarchy:</u>(College Organizational Chart)</p> <ol style="list-style-type: none"> 1. The highest level of the organization is the governance level represented by the College Board the ultimate authority on all aspects of the college. 2. The second level within the governance is the College Dean held executively accountable and responsible for College leadership, management and internal and external communications. 3. Below the governance level, the College Dean is operationally assisted by Vice Dean for Educational Affairs, Vice Dean for Clinical and Training Affairs, Vice Dean for Development and Quality, and Vice Dean for Postgraduate Studies and Scientific Research. 	

Policy

4. All the Vice Deans are responsible for managing the respective divisions and reporting to the College Dean.
5. The Dean and Vice Deans jointly act as the management team and supporting the strategic issues and policy advising.
The director of administration and finance is responsible for the supervision of administrative process and implementation of related policies. The main task areas are: safety and security, public relation, purchasing, support services, and will be responsible for HR, and Finance units which focus on staff recruitment, employment process, employee relations, personnel career and development finance budgeting and analysis.
6. The administration director is responsible for the supervision of administrative process and implementation of related policies. The main task areas are: safety and security, public relation, purchasing, support services and IT.
7. The HR, Finance and auditing director will be responsible for staff recruitment, employment process, employee relations, personnel career and talent development finance budgeting and analysis.
8. The organizational hierarchy followed at the college is clearly presented in the college organizational chart and is reviewed according to major changes in the organizational set up.

Academic and Administrative Policies:

1. Policies and procedures are derived based on the routine procedures of the departments and are prepared and communicated to employee, staff and students for implementation.
2. Compliance to policies is monitored and reported, by the Central Quality Unit on annual basis.

Organizational Committees:(College committee structure)

1. College Board: Is the body that safeguards participation of staff in Al Imam COM governance. This body must be consulted prior to decisions by the Dean on curriculum, academic rules and budget decisions etc. Student's participation ensured as guests whenever needed.
2. Students' council: The leaders from each level of the program constitute the student council for the program.
3. The standing Committees in the College have specific functions and operate as per the terms of reference of each Committee.

Communication process:

1. College communication process is multidirectional.
2. Downward flow: Organizational decisions are made at top level and then flow down to the people who carry them.
3. Upward Flow: College top management is always keen to solve and make decisions.

Policy	<p>by listening to opinion and complaints, problems and suggestions from staff and students.</p> <p>4. Horizontal flow: Communication happening among different college departments and peers in order to solve problems, performs job duties and co-ordinate important projects. Planned official communication within and outside is through memos.</p>
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Responsibilities	<p><u>College Board:</u> Monitoring the college function and approval of College plans.</p> <p><u>College Dean:</u> Overall responsibility on Academic management and College Administration.</p> <p><u>Vice-Dean for Educational Affairs:</u> Operational management of Academic and Administrative issues related to their department.</p> <p><u>Vice-Dean for Female Section Affairs:</u> Operational management of Academic and Administrative issues related to the female section.</p> <p><u>Vice-Dean for Clinical and Training Affairs:</u> Manages the clinical training of the students and interns and implement specific and qualitative methods and regulations for training.</p> <p><u>Vice-Dean for Quality and Development:</u> coordinates and supervises all development processes and quality procedures in the college.</p> <p><u>Vice-Dean for Postgraduate Studies and Scientific Research:</u> Organizes postgraduate studies at the college and coordinates and facilitate research within the college.</p> <p><u>Director of Administration and Finance:</u> Supervision of Administrative process and implementation of related policies.</p>
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Policy Title:	Code:
Committee and task force team Formation.	STD 2-04

Purpose:	<ol style="list-style-type: none"> 1. To define the steps for establishing and guiding the operation of committees and taskforce teams at Al Imam COM. 2. To ensure the efficiency, by avoiding duplication of objectives and/or functions of established committees and taskforce teams. 3. To ensure clear communication and work flow through well planned, organized meetings.
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<p style="text-align: center;">Policy</p>	<ol style="list-style-type: none"> 1. It is the policy of Al Imam COM to encourage team work at all levels by involving members from male and female sections and from all departments to be represented in the college committees and taskforce teams. 2. The authority to appoint or terminate any member from the college committees rests only with the College Dean. 3. College standing committee membership will be assigned for a period of an Academic year. 4. All committees shall hold meetings as per terms of reference. 5. Attendance is mandatory for all the members. 6. All meetings shall be reported and filed and kept with the Chairperson and copy of minutes to be sent to Dean's Office and Central Quality Unit.
<p style="text-align: center;">Procedure</p>	<ol style="list-style-type: none"> 1. The initiator identifies a need for a committee and submits the request, Terms of Reference and attachments of documents that could support the establishment of the committee to the Central Quality Unit for reviewing and evaluating the Terms of Reference. 2. Central Quality Unit will review the Terms of Reference and ensure that similar committee or taskforce team doesn't exist then propose it to the College Dean for approval. Then the Dean will decide the membership to be represented in the committee. 3. The approved and signed terms of references returns to the Central Quality Unit and will keep the original copy and circulate scanned copies of the Committee Appointment and the Terms of Reference to assigned members and update the college committee index accordingly. 4. The Committee Head calls for the first meeting of the committee within the first two weeks of receiving the Committee Appointment Order form. 5. The Committee Head sends call for meeting, and minutes via intranet taken after each meeting to committee members and copied to college Dean and Central Quality Unit. <p><u>Guidelines for committee operation:</u></p> <p>Responsibilities of committee Head: The main responsibility of the Head is to ensure that the committee's direction is maintained within its established Terms of Reference, commencing from the time of receiving official notification:</p> <ol style="list-style-type: none"> 1. Prepares the agenda, sends call for meeting, and minutes via intranet taken after each meeting to committee members and copied to Dean and Central Quality Unit Director. 2. Opens, conducts and adjourns meetings. 3. Organizes, promotes participation of members, and control debate. 4. Count votes and announces the results. 5. Authenticates and ensures timely completion of minutes of committee meetings.

Procedure

6. Recommends sub-committees upon committee's action. (standing committees only).
7. Prepares, reviews, authenticates and submits committee reports and recommendations, as required.
8. Follows up on the absenteeism of members.
9. Requests replacement due to a vacancy, or frequent absenteeism, from appointing authority.
10. Has responsibility to establish policies, annual goals, activity plan and budget needed activities at the beginning of each academic year and submit to Dean's approval.
11. Ensures that the committee's assigned responsibilities are completed in a proper and timely manner according to the terms of reference.
12. Following every meeting the Head will highlight all issues arising that require referral for action and/or referral for approval from another entity (department, section, individual or committee).
13. Informs the Dean about any constraints hindering the accomplishment of the assigned duties.
14. Informs the Dean about the membership update (status) and ensures delegation of membership is based on appropriate approval of the above authority.

Member of a Committee: is expected to contribute time and effort towards the achievement of the committee functions. Basic duties include the following:

1. Attends the committee meetings on time and any delay for 10 minutes consider as absenteeism.
2. Notifies the secretary or Head and department director of justified absence, within a reasonable time before any scheduled meetings. His/her department director will assign an acting member/representative to attend on his behalf.
3. Complies with confidentiality requirements of issues, as applicable.
4. Retires from that portion of the meeting where matters relating to him/her are under debate, or where conflict of interest arises.
5. Informs immediate supervisor of the frequency of meetings, completion of assignment and pertinent information to department operation as necessary.
6. Volunteers and willingly accepts assignments and complete it on time.
7. The secretary of the committee is responsible for taking and typing the minutes and preparing any material for the committee meeting with the coordination of the committee Head.

Delegation of Membership:

1. All committee members must attend the meetings. A permanent delegation of membership may be accepted only through notifying the committee Head.
2. The Head may temporarily delegate authority to another (voting) member to serve as Acting Head during official leaves with the approval of the Dean.

Procedure

3. During an official leave of a committee member, the member in coordination with his/her organizational unit may recommend the appointment of another person to act on behalf of the absent member.
4. When a member will not be able to attend a committee meeting due to unavoidable circumstances, a temporary replacement shall be arranged with the committee Head through his/her Department Director ahead of the meeting time.

Absenteeism: Members who are absent for no valid reason for three or more consecutive meetings may be reported to the Dean and replacement requested.

Meetings: Meetings should be conducted in a timely, professional, and orderly manner, taking into consideration the requirements set below.

1. Meetings will not become official unless called to order by the Committee Head or his/her representative.
2. Frequency of the meetings will be determined based on the volume of its activities.

Agenda: The agenda is prepared by the Head. The agenda should be according to the committee's functions and activities as stated in the committee's terms of reference.

1. Unfinished business should be included in the agenda of the next meeting as old business for further discussion prior to new business.
2. The urgent or important items should come before those of less importance.
3. It should include the time the meeting will start, time allocated for each item and adjournment.
4. The members should adhere to the agenda. To take up any particular item of business out of its proper order or re-scheduled requires a two-thirds vote.

Meeting Minutes: are the vital importance to the record keeping of committee as they reflect the official activities of the committee and provide reference to the organization:

1. The secretary should prepare the minutes as soon as possible after a meeting.
2. Minutes of the previous meeting should be distributed to members prior to the next meeting, and should be presented as the first item on the agenda.
3. The minutes are certified by the signature and approval of the Head.
4. A hard copy of the official approved minutes for all committees will be sent to Central Quality Unit and scanned copy will be sent through intranet to the members.
5. **Minutes of a meeting must include the following:**
 - a. Name of the committee.
 - b. Date, hour, place meeting was called to order.
 - c. Name of the Head and the present members (acting/representative) and the fact that a quorum was present.
 - d. Name of absent members (on leave, excused, emergency, or un-excused absence and vacation).
 - e. Status of items on the agenda (open and closed).
 - f. Summary of any reports presented or debated.
 - g. All main suggestions, excluding those withdrawn.

Procedure

h. Voting (yes, no and abstentions).

i. Time of adjournment.

6. Unless otherwise stated in the committee Terms of Reference, the quorum for standing committees should not be less than (2/3) two-thirds of the committee members. For sub-committees and all ad hoc, a quorum is obtained if more than half of the members are present.
7. In the absence of a quorum, the Head calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn or recess, or takes measures to obtain a quorum.
8. No quorum is obtained in the absence of the duly authorized presiding officer in any scheduled meeting.

Debate: In order to reach an appropriate decision on proposals submitted to a committee, exchange of ideas through debate is encouraged. Debate must be fundamentally impersonal. Discussion must be relevant to the subject.

1. The Head opens the agenda items for discussion/debate in an orderly manner giving enough opportunity for members to speak. Reasonable time should be given by the Head for the discussion or debate of each item.
2. No member can make a motion or address the meeting unless permission is granted by the Head.
3. All discussions should be addressed to/through the Head and must never be directed to any individual.
4. Members should not interrupt the speakers and/or disturb the meeting. Side conversation between members is considered an out of order conduct.
5. The Head has the responsibility of controlling and expediting debate.
6. When the debate appears to the Head to be finished, he should initiate the closing of the debate.

Voting: Members should vote freely without concern for undue course. Voting can be affirmative, negative or by abstention.

1. If the question is undebatable or debate has been closed by order of the committee, the Head may put it to a vote, first calling for the affirmative and then for the negative vote and abstentions.
2. The vote should be taken by “show of hands”, however, other methods of voting may be adapted by 2/3 vote.
3. The responsibility of announcing or declaring the vote results with the Head. If there is doubt as to the result, the votes should be recounted.
4. The Head has the same voting right as any other committee member.
5. A member has the right to change a vote up to the time the vote is finally announced.

Points of Order: it is the duty of the Head to enforce the rules and the orders of the committee without debate or delay.

Procedure

1. Every member who notices the breach of a rule has the right to raise a point of order.
2. A point of order must be raised at the time the breach of order occurs.
3. The Head decides the validity of the point of order; however, an appeal may be made immediately at the time of the ruling.

Adjournment: Time of adjournment is normally fixed on the agenda; however, adjournment may take place before or after such time.

1. The announcement of adjourning a meeting is the responsibility of the Head as the presiding officer
2. Members should not leave their seats until the Head has declared the meeting adjourned.

Committee Annual Review Reports:

1. A committee report should be as brief, clear and accurate and include the following:
2. A brief explanation of the methodology or how the committee carried out its work and the number of man-hours consumed to accomplish its tasks.
3. A description of the work that the committee performed, its findings and conclusions.(Investigation committee)
4. Committee reports should be printed in advance and distributed to members prior to the meeting.
5. The committee report should be presented to the committee by its Head or by a representative member of the committee.
6. Committee report after being presented to the committee should be open for comment, questions and discussion.
7. The Head must sign the final form of the report, after being approved by the committee.
8. All standing committees and Sub-committees will submit annual reports to the College Dean and copied to Central Quality Unit.
9. The report, after being submitted to the Dean, may be referred back to the committee for further study, modification or recommendation.

Dissolution of a Committee: Only the appointing authority (College dean) can dissolve the committee any time during its operation.

1. Unless otherwise specified, Sub-Committee, Ad Hoc (Task Force) will be dissolved automatically upon acceptance, by the appointing authority of their final report.
2. The appointing authority, upon receipt of the committee report, should decide on the merit of performance and status of the committee within one-month period; otherwise, the committee is considered dissolved.

A Standing Committee may recommend its dissolution for certain reasons, by a unanimous vote of its members. Such recommendations should be documented.

Responsibilities	<p>College dean: Appointment and dissolution of college committees.</p> <p>Committee chairperson: Ensure that the committee's direction is maintained within its established Terms of Reference.</p> <p>Committee members: Contribute time and effort towards the achievement of the committee functions by abiding to the regulations.</p>
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Policy Title:		Code:
Integrated Strategic planning		STD 2-05

Purpose	<ol style="list-style-type: none"> 1. To establish a well-crafted, implemented strategic planning process at Al Imam COM. 2. Establish a clear guideline for Al Imam COM Strategic Planning Committee on monitoring and reporting the achievements on agreed timelines. 3. To provide a frame work for budget decisions and decisions about resources in general.
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Policy	<ol style="list-style-type: none"> 1. The institution's mission statement is the foundation of its strategic plan while the vision statement, institutional goals and core values comprise the supporting documents establishing the context of the strategic plan. 2. The Strategic planning committee is responsible for preparing, monitoring the implementation of plans and reports the progress at the end of each semester. 3. Headof the committee ensures that staff, students and stakeholders' contribution to planning process and all the college plans are well communicated and distributed. 4. College dean is responsible for chairing the Strategic planning committee while the College Board is responsible for approving the strategic plan of the College and Dean report the progress to the College Board. 5. Strategic plans are created through a major effort every five years, and updated with a review process in every 12 months. These revisions keep the plan flexible and allow the institution to adjust to the changes in the environment. 6. Planning process is continuous and the planning cycle and budget cycle is aligned over the long term which follows a fiscal calendar while operational plan of the college and departments will follow an academic calendar.
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Procedure

Strategic planning:

1. Establish a Strategic Planning Committee; consist of all members of upper management as well as some key middle managers as permanent members and staff and student representatives as ad hoc members.
2. The planning committee Head will draw up a strategic planning process flowchart (to show how the process would flow, how long it would take, and where it would ultimately lead)
3. Head will communicate the expectations at the first meeting to the members and follow up the progress at each meeting.
4. Define roles and responsibilities for completing the strategic planning process and assign roles and responsibilities among committee members.
5. Use mission and goals as an initial frame of reference for the strategic planning session and organize data collection for the internal and external analysis of strategic planning process and assess the resources availability and needs.
6. Review the existing Strategic Plan.
7. Determine the period covered by new Strategic Plan.
8. Develop templates for capturing information in a structured manner.
9. Analyze the strengths and weaknesses of the internal organization environment, and the opportunities and threats of the external marketplace environment by SWOT analysis.
10. Identify the gaps between the vision-mission statements (what we hope to achieve) and the environmental scan (current realities) through gap analysis.
11. Develop strategies/goals to close the identified gaps with specific measurement, time frame and budget; with clearly identified responsibilities for each goal.
12. Communicate with stakeholders to establish consensus view to become advocates for the planned objectives.
13. Draft a preliminary plan and solicit feedback from external reviewers.
14. Finalize the strategic plan get the approval from the College Board and publish the Strategic Plan.
15. Determine the schedule of status review meetings and develop metrics to assess progress over time.
16. Review emerging Opportunities and Threats and apply corrections as part of annual review.

Operational planning:

1. Confirm the annual goals based on the strategic plan priorities.
2. Formulate the operational plan for each academic year for the institution taking into consideration the strategic priorities.
3. The implementation plan needs to be direct, clear, and documented. Clearly document who is responsible for implementing an action, a date by which the action

<p>Procedure</p>	<p>is expected to be completed, and what measures will be used to assess completion of the action.</p> <ol style="list-style-type: none"> 4. Departments/Units required to prepare annual operational plans which need to be in alignment with the College operational goals and submit to College Dean. 5. These implementation plans are revised, amended, and changed frequently to respond to environmental factors. 6. Departmental plans are made according to the academic year and a mid-semester assessment and review to be conducted and an annual review and report on operational plan achievement to be submitted to the Head of Strategic planning committee by the end of summer holiday every year. 7. Department directors are responsible for supervising the implementation of these plans and for reporting the achievements to the higher management. <p><u>Relationship of other type of College plans with strategic plan:</u></p> <p>The following plans are developed across the College, each originating in the functional area of different departments in alignment with strategic goals.</p> <ul style="list-style-type: none"> ➤ Man power plan ➤ Budget ➤ Quality plan ➤ Risk management plan ➤ IT Plan ➤ Community service plan ➤ Extracurricular activities plan ➤ Faculty professional development plan
<p>Responsibilities</p>	<p><u>College Board:</u> Provide a clear vision on strategic positioning of the institution, review and approve college budget and strategic plan.</p> <p><u>College dean:</u> Review and approve institutional and departmental operational plans and tactical plans.</p> <p><u>Department Chairs:</u> Preparation of departmental operational plans and policies and procedures.</p> <p><u>Strategic Planning Committee:</u> Preparation of strategic plan and operational plan and monitoring the implementation and evaluate the achievement of these plans.</p> <p><u>Central Quality Unit Director:</u> Manage and update the documents during the life of the plan.</p>

Policy Title:		Code:
Conflict of Interest		STD 2-06
Purpose	To outline the governing policies that will prohibit conflicts of interest within Al Imam COM as an medical institute. This policy aims to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Al Imam COM's operations.	
Policy	Al Imam College of Medicine (Al Imam COM) Faculty and Staff have a fundamental obligation to disclose any conflict, avoid conflict, or a chance of a conflict between their own interest and the interest of the College, and to avoid any situation that affects, or potentially could affect his or her independent unbiased judgment in the discharge of his or her duties in the college. The staff member with actual or potential conflict of interest shall disclose the circumstances to the concerned Department Board or College Board through the Department Headfor decision.	
Procedure	<ol style="list-style-type: none"> 1. It is the responsibility of human resource officer to ensure that all Al Imam COM staff members are familiar with college policies and procedures related to Conflict of Interest through staff general orientation program. 2. All Al Imam COM staff to sign the conflict of interest pledge upon joining and re-contracting. 3. <u>Disclosure</u> <ol style="list-style-type: none"> 3.1 All Al Imam COM staff members should sign a conflict disclosure pledge upon joining and upon re-contracting to the department chair. Department Headhas to monitor the staff compliance with this policy. 3.2 If the department director has discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity the conflict of interest disclosure form has to be completed and forwarded to the College Dean. 3.3 College Dean will decide what conditions or restrictions, if any, should be imposed by the college to manage, reduce or eliminate such conflicts. 3.4 If this is not resolved at this level will be reported to the audit committee to make final decision on the conflict of interest. 4. A staff member can expect disposition within a reasonable time frame. 5. In the case of the College dean, the College Board is authorized to take decision. 6. If any employee breaches the rules and regulations mentioned in the policy the employee will be referred to disciplinary committee for investigation and action. Disciplinary actions which may be imposed employee are: <ol style="list-style-type: none"> 6.1 Draw attention (Reprimand) 	

Procedure	<p>6.2 First Warning</p> <p>6.3 Second Warning</p> <p>6.4 Deduction from salary</p> <p>6.5 Suspension without salary</p> <p>6.6 Demotion.</p> <p>6.7 Dismissal</p> <p>7. <u>Appeal</u> If a staff member has concern with the decision by the College dean/audit committee, he or she may appeal to the appeal committee which may recommend further actions or decisions. All appeals must be made in writing within 15 calendar days of the date of the Staff member's receipt of the determination regarding the Conflict.</p> <p>8. Department Head has to monitor the compliance of staff members with this policy and to report any violations.</p>
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Responsibilities	<p><u>Human Resource Officer:</u> Ensure that all college staff is familiar with the college policies and procedures related to Conflict of Interest and file the disclosure pledge in the concerned employee's personal file upon joining and re-contracting.</p> <p><u>Employee:</u> A staff member should complete and promptly submit a disclosure form to the department director upon joining and thereafter if discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity.</p> <p><u>Department directors:</u> To review the conflict disclosure pledge submitted by the staff and forwards this to college HR department. If suspects any actual, potential, or perceived conflict of interest exists or could arise from a situation or activity refer the case to the College dean for review and final decision.</p> <p><u>Department Board/College Board</u> To review disputed conflict of interest submission and give directions.</p>
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Policy Title:		Code:
Committee Self-evaluation		STD 2-07
Purpose	To Maintain and improve services provided by college committees and to improve the satisfaction over the quality of services provided by the committees.	
Policy	Al Imam COM believes that self-evaluation is an important measure to identify the strengths and weaknesses therefore to improve the quality of performance.	

Procedure	<ol style="list-style-type: none"> 1. Self-evaluation process is conducted annually by all college committees' members including College Board. 2. Committee chairpersons will evaluate the performance based on the evaluations of committee members and will present the report in the committee. 3. Based on the self-evaluation report, committee will adopt new strategies for enhancing committee performance if required. 4. The self-evaluation reports of college committees will be submitted to the Central Quality Unit. 5. The Central Quality Unit will prepare a comprehensive report on committee activities annually and submit to College Dean and College Quality Committee for review and approval
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Responsibilities	<p><u>Committee Members:</u> Complete the self-evaluation on annual basis.</p> <p><u>Committee chairperson:</u> Prepare committee self-evaluation report and improvement strategies.</p> <p><u>Quality and Accreditation Unit:</u> Submit an overall report on committees' performance during academic year to college dean and quality committee.</p>
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Policy Title:	Code:
Code of Conduct	STD 2-08

Purpose	<ol style="list-style-type: none"> 1. This Code of Conduct contains the policies that relate to the legal and ethical standards of conduct that Al Imam COM's Board, executive management, staff and students are expected to comply with while carrying out their fiduciary duties and responsibilities at the college. 2. This policy is intended to help concerned persons focus on areas of ethical risk, provide guidance to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and to help foster a culture of honesty and accountability.
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	<ol style="list-style-type: none"> 1. The Code of Conduct complements, but does not replace, the standards of behavior and performance required by the college regulations. 2. The code of conduct clarifies the standards of behavior that are expected of staff and students in the performance of their duties and responsibilities. It gives guidance in areas where staff needs to make personal and ethical decisions. 3. All the staff and students shall comply with the laws, rules and regulations applicable to Al Imam COM.
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Policy

Conflict of Interest:

All the staff and faculty shall avoid conflicts of interest between themselves and AI Imam COM. A “conflict of interest” can occur when the private interest of any of the AI Imam COM staff and faculty in any way or even appears to interfere, with the interests of the college as a whole. A conflict situation can arise when any of the AI Imam COM staff and faculty takes actions or has interests that may make it difficult to perform his or her college work objectively and effectively. Conflicts of interest also arise when any of the AI Imam COM staff and faculty, or a member of their immediate family, receives improper personal benefits as a result of his or her position at AI Imam COM.

Each AI Imam COM staff and faculty shall fully disclose any situation that involves, or may reasonably be expected to involve a conflict of interest. Moreover, all executive management, managers and employees shall report any conflict of interest to their department directors.

Gifts

All AI Imam COM staff and faculty shall not accept gifts or personal benefits of any value from external parties if it could be perceived that this could compromise or influence any of the AI Imam COM staff and faculty decision. Additionally, no gift shall be accepted from a supplier, vendor, contractor or student unless the gift has insubstantial value and a refusal to accept it would be discourteous or otherwise harmful to AI Imam COM.

Entertainment

Acceptance of normal business entertainment such as lunch, dinner, an event, and the like, generally is appropriate if it is of a reasonable nature and is in the course of a meeting or another occasion, the purpose of which is to hold genuine business discussions or to foster better business relations. All AI Imam COM staff and faculty are to report any such entertainment. As such, all executive management, managers and employees are to report any such entertainment (in advance, if practical) to their direct supervisors.

Outside Activities

All AI Imam COM staff and faculty are prohibited from engaging in any freelance activity or employment that adversely affects the quality or quantity of work performed; competes with the college activities; implies sponsorship or support by AI Imam COM of the outside employment or organization; or adversely affects the college reputation; or makes use of or interferes with AI Imam COM time, facilities, resources or supplies.

Policy

Interests in Other Businesses

It is a potential conflict of interest for all Al Imam COM staff and faculty or their spouses or any other immediate family members (jointly referred to as “family members”) to directly or indirectly have a financial interest (e.g., as an investor, lender or Board Member) in a competitor, or in a customer or supplier with whom that the college staff and faculty or his or her subordinates deal in the course of his or her job with Al Imam COM. Accordingly, employees must promptly disclose any such interests to their supervisor.

In addition, an employee must disclose to his or her supervisor/department director any employment or consulting relationship that a family member has with a competitor, or with a customer or supplier with whom the employee has dealings.

Harassment

Al Imam COM staff and faculty are committed to a working environment which is free from harassment, including discrimination, victimization and bullying, and in which the dignity of the individual is paramount. As such, all concerned persons are responsible for helping to ensure that individuals do not suffer any form of harassment. Any staffs who suffer from harassment will have the total support of Al Imam COM in putting a stop to it.

Nepotism Disclosure

Al Imam COM does not prohibit the employment of relatives, and it does not wish to become involved in consensual relationships between co-workers. However, precautions must be taken to ensure that individuals are not and do not appear to be improperly influenced by the existence of close personal relationships. In particular, Al Imam COM staff and faculty may not directly supervise or otherwise participate in decisions regarding the hiring, retention, promotion or compensation of other college staff and faculty with whom they have a close personal relationship. Al Imam COM construes “close personal relationships” as relationships between immediate family members, spouses, fiancés, children, grandchildren, siblings, parents, grandparents, aunts, uncles, nieces, nephews, and their respective spouses and any other relationships that reasonably might be perceived as potentially compromising the college staff and faculty ability to make independent, unbiased decisions on behalf of Al Imam COM.

Employee Relations

It is a policy that all Al Imam COM staff and faculty, regardless of level, shall strive to meet the following objectives:

Policy

1. Respect each employee, worker and representative of students, suppliers and contractors as an individual, showing courtesy and consideration and fostering personal dignity.
2. Make a commitment to and demonstrate equal treatment of all employees, workers, students, suppliers and contractors without regard to race, color, gender, religion, age, national origin, citizenship status or disability.
3. Provide a workplace free of harassment on the basis of race, color, gender, religion, age, national origin, citizenship status or disability.
4. Afford employees a reasonable opportunity, consistent with the needs of Al Imam COM, for training to become better skilled in their jobs.
5. Encourage promotion from within, consistent with the needs of Al Imam COM, whenever qualified employees are available.
6. Ensure that each manager knows personally every employee two levels directly below them to allow employees an avenue to voice opinions to management other than their direct management.
7. Treat any suggestions by external consultants brought in to enhance our processes as opportunities to improve skills and not as criticism. Provide and maintain a safe, healthy and orderly workplace.
8. Assure uniformly fair compensation and benefit practices that will attract, reward and retain quality employees.

Safety

Al Imam COM is committed to provide a safe workplace for all the staff and students. In addition, there are laws and regulations that impose responsibility on the college to safeguard against safety and health hazards.

For those reasons, the college staff and faculty who are present at the facilities are required to follow all safety instructions and procedures that the college adopts. If Al Imam COM staff and faculty have any questions about possible health and safety hazards at any of our facility, they shall bring those questions to the attention of their supervisor as soon as possible.

Confidential Information

Except when disclosure is authorized, legally mandated, or required by law, all the staff and faculty shall maintain and protect the confidentiality of information entrusted to them about students, work colleagues, suppliers, stakeholders and college business and financial affairs. "Confidential information" includes all non-public information that might be of use to competitors, or harmful to Al Imam COM or its student, if disclosed.

Policy

Fair Dealing

All Al Imam COM staff and faculty shall endeavor to deal fairly with the students, suppliers, competitors and employees. None shall take advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

Protection and Proper Use of Company Assets

Al Imam COM staff and faculty shall protect the college assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on Al Imam COM profitability. As such, the college's assets are to be used only for the legitimate business purposes of Al Imam COM and its subsidiaries and only by authorized employees or their designees. This includes both tangible and intangible assets. Some examples of tangible assets include college vehicles and office equipment such as phones, copiers, computers, furniture, and supplies.

Al Imam COM email system shall be restricted primarily to the college business. Highly confidential information shall be handled appropriately. Files containing sensitive business data shall be appropriately password protected. Al Imam COM reserves the right at any time to monitor and inspect, without notice, all electronic communications data and information transmitted on the network and electronic files located on personal computers owned by Al Imam COM or computers on the premises used in College's business.

Advertising and Promotional Activities

False, misleading or deceptive advertising and related activities in the promotion made by Al Imam COM is prohibited. In addition, fair and accurate advertising and sales practices are critically important in preserving the college's goodwill and reputation with its students and the general public. Therefore, all advertising claims and other representations to students' and potential students must be truthful and have a reasonable basis. In addition, all advertising claims, whether made in catalogues, brochures, leaflets, posters, newspapers, magazines or other print as well as non-print media, must be substantiated before publication or dissemination.

Accurate Record Keeping and Reporting

Al Imam COM staff and faculty shall accurately reflect the transactions of the college in its books, records, accounts and reports and shall maintain an adequate system of internal controls and disclosure controls to promote compliance with the laws, rules and regulations applicable to Al Imam COM. All the college's staff and faculty will, to the best of their ability, use reasonable endeavors to ensure that Al Imam college of medicine records and documents, including financial reports, are true and correct.

Influences on the Conduct of Audit

Al Imam COM staff and faculty must not take any action to fraudulently influence, coerce, manipulate or mislead any auditor performing an audit or review of the college financial statements. The types of conduct that may constitute improper influence include:

1. Offering or paying bribes or other financial incentives, including offering future employment or contracts for non-audit services.
2. Providing an auditor with inaccurate or misleading information or advice, including legal analysis.
3. Threatening to cancel or cancelling existing non-audit or audit engagements if an auditor objects to Al Imam COM accounting.
4. Seeking to have a partner removed from an audit engagement because he objects to Al Imam COM accounting.
5. Blackmailing and making physical threats.

Government Contracting

The laws, rules and regulations applicable to contracting with government entities are complex and may impose different and special requirements on Al Imam COM. Failure to comply with these requirements may be a criminal offence. All staff and faculty shall comply with these requirements and questions regarding compliance shall be referred to appropriate personnel or outside counsel as necessary.

Reporting of Illegal or Unethical Behavior

Al Imam COM staff and faculty shall promote ethical behavior and shall encourage employees to talk to supervisors, directors or other appropriate personnel when in doubt about the best course of action in a particular situation. The college staff and faculty shall report illegal or unethical behavior, of which they become aware of. As such, all executive management, managers and employees shall report illegal or unethical behavior to their direct line supervisor (manager). Violations will be investigated and action will be taken by the appropriate personnel or the Board as necessary.

Policy

Violence

A student shall not engage nor attempt to engage in any act of violence against oneself or another person.

Weapons, Dangerous Instruments, and Explosive Chemicals or Devices

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

Policy	<p><u>Student Organizations</u> Student organizations are expected to adhere to the same standards of conduct applicable to individual students.</p> <p><u>Theft</u> Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the college, its guests, and all members of the college community. The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the college, another student, a person attending a college event, or any other person; will lead to disciplinary action.</p> <p><u>Other malpractice like:</u> Furnishing false information to any college official, faculty member, or office.</p> <ol style="list-style-type: none"> 1. Forgery, alteration, or misuse of any college document, record, or instrument of identification. 2. Disruption or obstruction of teaching, research, administration, disciplinary, proceedings, and other college activities on or off-campus, including its public service functions on or off-campus, or of other authorized activities. 3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or unreasonably endangers the mental or physical health, safety or reputation of any person or oneself, including any such conduct achieved through means of social media or any other means of electronic communication. 4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college on or off campus. 5. Failure to comply with direction of college officials will invite disciplinary action. 6. Unauthorized possession, duplication or use of keys and/or keycards to any college premises or unauthorized entry to or use of college premises. 7. Use, possession, or distribution of marijuana, heroin, narcotics, or other controlled substances, or drugs against the law of the country.
Procedures	<ol style="list-style-type: none"> 1. New employees are required to sign a copy of Al Imam COM code of conduct upon joining and annual re-contracting and a signed copy is placed in the employee's personnel file. 2. All new students are required to sign the copy of student's code of conduct upon joining by the student affairs officer. The signed copy of the same is kept in students file. 3. Code of conduct has to be included as part of the staff and students orientation program and they need to sign the code of conduct as and when it is renewed.

Procedures

4. An electronic copy of the Code shall be present on college document gate, accessible to all employees and the students. Publish the code for students and staff on all visible areas in both English and Arabic language for easy access and viewing.
5. It is the responsibility of department directors and college dean to monitor compliance with the Code of Conduct and to initiate disciplinary action against employees and students who do not abide by the tenets of the Code.

Academic dishonesty by student:

1. In case of act of academic dishonesty, the faculty member may impose an academic sanction as severe as giving the student a failing grade in the course.
2. Before imposing an academic sanction the faculty member shall first attempt to discuss the matter with the student. If deemed necessary by either the faculty member or the student, the matter may be brought to the attention of the student's adviser, the faculty member's department head, or the dean of the college.
3. When academic sanction is imposed which causes the student to receive a lowered course grade, the faculty member shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the faculty member's department head and to the disciplinary committee chairperson. The student shall be provided with a copy of this report. Further, the faculty member may recommend the disciplinary proceedings against the student for violation of the Student Code, if the faculty member in the exercise of his or her professional judgment believes that such action is warranted.
4. In cases where a faculty member's finding of academic dishonesty is admitted by the student and an academic sanction is imposed by the faculty member, who the student believes to be too severe, the student shall have the right to appeal the severity of the academic sanction through the applicable grade appeal procedure.
5. In cases where a faculty member's finding of academic dishonesty is disputed by the student, the matter shall be referred to the appeal committee for disposition in accordance with the college Disciplinary Procedures. Any academic sanction imposed by the faculty member shall be held in pending for a final decision under the college Disciplinary Procedures.
6. If it is determined through these procedures that the student did not commit academic dishonesty, the faculty member's academic sanction shall be set aside. If it is determined that the student committed academic dishonesty, the faculty member's academic sanction shall be imposed in addition to any disciplinary sanction which may be imposed under the college Disciplinary procedure.

Conflict Disclosure

1. Human resource officer has to ensure that all staff members are familiar with college policies and procedures related to Conflict of Interest through orientation program.

Procedure

2. All staff members should complete and promptly submit a disclosure form to the human resource officer upon employment. Upon employment and thereafter at any point if he/she has discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity has to report this to department director.
3. Upon receipt of a complete disclosure, the department director will forward the case to department council/college board for decision.
4. Staff Member can expect disposition within a reasonable time frame (normally 15 calendar days).
5. In the case of the college dean, the university president shall act in the place of the College Board.
6. If any employee breaches the rules and regulations issued by the College shall be subject to disciplinary actions. Disciplinary actions which may be imposed on employee are:
 - Draw attention (Reprimand)
 - First Warning
 - Second Warning
 - Deduction from salary
 - Suspension without salary
 - Demotion.
 - Dismissal
7. All AI Imam COM employees have to refrain from the following activities according to our regulation:
 - Undue personal gain from college funds or resources.
 - Excessive or unauthorized use of college time or resources for professional, charitable or community activities.
 - Exploitation of students for private gain.
 - Compromise of college priorities due to personal financial considerations.
 - Unfair access by an outside party to college programs, services, information or technology.
 - Selection of an entity as a college vendor by an individual who has a personal or economic interest in that entity; this includes engaging a relative as an independent contractor, subcontractor or consultant.
 - Situations in which a faculty or staff directly dealing with students who are an immediate family member of the faculty or staff.
 - The College staff member are not allowed to enter into agreements, contracts, or purchases that give rise to a Conflict of Interest unless the conflict can be eliminated or appropriately managed through administrative oversight to protect the interests of the individual and the College.

<p>Procedure</p>	<ul style="list-style-type: none"> ● College resources are to be used only in the interest of the College. Faculty and Staff may not use College resources, including facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non- College purposes. ● Employees are not allowed to render any services to any person or company, in any capacity, during their service in the college, with or without pay. ● Favors of any value should be recognized for their potential influence on the objectivity of judgment with respect to the provider and the recipient of the favor. ● Faculty and Staff shall not solicit a gift or accept a significant gift when such solicitation or acceptance may influence, or have the appearance of influencing, the performance of the duties. ● The College employees shall refrain from using College name and logo and any of the College means of communication in activities or businesses not related to the College. ● A staff member should complete and promptly submit a conflict disclosure form to the department director after the member has discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity. ● Every staff member makes the commitment when hired by Al Imam College of Medicine to promote confidentiality and abide to the College Policies and Procedures. ● All Al Imam COM administrators and employees have to report to the direct supervisor any acceptance of normal business entertainment such as lunch, dinner and the like to foster better business relation. ● All Al Imam COM administrators and employees are responsible to ensure that individuals do not suffer from any form of harassment. Any staff suffer from any kind of harassment can raise this issue to the staff disciplinary committee. ● All Al Imam COM employees and students are obliged to follow the college safety regulations any violations will lead to disciplinary action
<p>Responsibilities</p>	<p><u>Employee and Student:</u> Each employee and student is committed to follow the code of conduct and regulations of the college.</p> <p><u>HR Officer:</u> Ensure that each employee receives orientation on college code of conduct and have employee sign upon joining and re-contracting the latest updated college code of conduct and keep this in their personal file.</p> <p><u>Students' Affairs Officer:</u> Ensure that each student receives orientation on Student code of conduct and have students sign upon joining and keep the signed copy of the same in their personal file.</p>

	<p><u>Department director:</u> Monitor each employee's/Students compliance with the policy and report any breach of code of conduct for necessary action.</p> <p><u>College Dean:</u> Ensure that the college employees and students are aware of the code of conduct applicable to them and is strictly followed and this policy is fairly implemented.</p>
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Policy Title:		Code:
Stakeholder Relationship		STD 2-09

Purpose	To outline the governing policies that will assure meeting the expectations of Al Imam college of medicine stakeholders as well as ensuring open and honest communications to foster trust and cooperation among Al Imam COM stakeholders.
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Policy	<p>Al Imam COM values beliefs and specifies the importance of meeting the changing expectations of the college and the stakeholders, and encourages the kind of open, honest communication that fosters trust and cooperation.</p> <p>The policies are as follows:</p> <ol style="list-style-type: none"> 1. <u>Shareholders:</u> Al Imam COM is committed to create sustainable shareholders value and aims to provide attractive financial returns and acts in the best interests of its shareholders. 2. <u>Banks and Financial Institutions:</u> Al Imam COM is committed to sustain the good relations with the college's banker and credit facility providers by providing sound communications. 3. <u>Employees:</u> Al Imam COM is committed to providing equal employment opportunities for all employees including recruiting, compensation, professional development and promotion. The college also strives to treating people with dignity and professionalism. 4. <u>Customers/students (and students' guardians):</u> Al Imam COM is committed to providing education in Nursing and medical Laboratory Science in the best superior quality and excellence. 5. <u>Community:</u> by providing the best education in the field of medicine, Al Imam COM is committed to graduate well-educated and trained individuals to serve their community. 6. <u>Government - MOE:</u> Al Imam COM is committed to comply with regulations made by the government including the MOE that govern the operations of Al Imam COM.
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Procedure	<ol style="list-style-type: none"> 1. Establish and disclose a written code of conduct with legal and other obligations to legitimate stakeholders. 2. Audit and risk committee has to ensure that corrective action is taken or recommended in order to adequately resolve the issue in case the stakeholders' rights are violated. 3. All Al Imam COM employees are ensured of their rights and responsibilities through a legal contract and all the employees has to agree in a contract with the institution upon employment. 4. All Al Imam COM students have to sign in a contract with the institution upon admission to the program which ensures their rights and specifies their obligation. 5. Community service is one of the strategic directions derived from the institutional mission and implementing this by developing annual community service plans.
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Responsibilities	<p><u>College administration:</u></p> <ol style="list-style-type: none"> 1. Identify the key stakeholders and maintain continuous contact with these parties and ensure that they are well informed about the institutions mode of operation and activities. 2. Gather routine feedback from stakeholders and keep up their expectations focusing the mission of the institution.
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Policy Title:	Code:
Disclosure and Transparency	STD 2-10

Purpose	To ensure that the Al Imam COM will guarantee that timely and accurate disclosure is made on all material matters regarding the financial situation, performance and governance of Al Imam COM.
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	<ol style="list-style-type: none"> 1. The College Board monitor the overall performance of the institution; determine major policies, strategic directions and budget after receiving advice from the university's senior management. 2. The College Dean is overall responsible for detailed academic judgment and management decisions and is responsible for the internal academic and administrative units. 3. The policies and regulations of the college provide the framework for management decision making, and accountability at all levels of the organization.
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<p style="text-align: center;">Policy</p>	<p>4. This policy commits Al Imam COM to the principle of maximum disclosure. The disclosure will be allowed, unless the release of information would be likely to cause harm any of the key interests and there is no overriding public interest reason in favor of disclosure. To this end, in accordance with this policy executives should withhold information in the following situations:</p> <ul style="list-style-type: none"> - Where disclosure would constitute an unreasonable invasion of privacy of a person or an institution. - Where disclosure would be reasonably likely to cause serious prejudice to the effective development and delivery of service at the college. - Where disclosure would endanger the safety of personnel or property. - Where disclosure would constitute a breach of legal professional privilege or any other fiduciary relationship recognized by statute. <p>5. College administration ensures regular and effective communication about operational matters and significant new developments through internal e-mails, memos, general and departmental staff meetings.</p> <p>6. All disclosure made by Al Imam COM to the public must be clear, fair and not misleading.</p> <p>7. Any press release at any circumstances will be verified and approved ONLY by the Dean.</p> <p>8. The College Board Head is the primary spokesperson on behalf of Al Imam COM and the Head is responsible for overseeing the interpretation and implementation of this policy.</p>
<p style="text-align: center;">Procedure</p>	<p><u>Disclosure by the college Dean:</u></p> <p>Al Imam COM Dean shall notify the corporate body and its stakeholders promptly of:</p> <ol style="list-style-type: none"> 1. Any change in the college organizational hierarchy, By-laws, mode of operation, offering programs and other rules and regulations. 2. Any change in Al Imam COM articles of association, affiliation and its location. 3. Call for general stakeholder meeting, Date, place and agenda shall be specified and announced by a notice at least twenty-five days prior to the date of meeting. 4. Publish the invitation for the meeting in the college website and other modern hi-tech means can be used in communicating with the stakeholders. 5. All announcements, notifications and publications must be in Arabic and Al Imam COM may translate these to English. 6. Any press release by Al Imam COM has to be fair, accurate and not misleading and approved by the College Dean. <p><u>Disclosure by College Dean in the College Board meeting:</u></p> <ol style="list-style-type: none"> 1. A description of the principal activities of Al Imam COM. 2. A description of Al Imam COM significant plans and decisions including any restructuring, business expansion or discontinuance of operations. 3. The future prospects of Al Imam COM business and any risk facing Al Imam COM.

Procedure	<ol style="list-style-type: none"> 4. An explanation of any material differences in the operating results of the previous year and any announced forecast made by Al Imam COM. 5. The number of meetings of the College Board held during the last financial year and the attendance record of each meeting listing names of the attendees. 6. A description of any transaction between Al Imam COM and any other related entities. 7. Information relating to any contract to which Al Imam COM is a party, if there is no such contract; Al Imam COM must submit an appropriate statement. 8. Result of annual internal audit and control process. 9. If any of the statements above cannot be made, the report must contain a statement clarifying the reason therefore. 10. Brief summary of the duties and jurisdiction of the Al Imam COM executive committees with the aggregate of their meetings and activities.
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Responsibilities	<p>College Dean: Ensure that the Al Imam College of Medicine (Al Imam COM) abides by executing the policies and procedures set by the College Board about disclosing important developments, financial statements and performance reports according to legal requirements and applied regulations, without conflict with the instructions of proper authorities.</p>
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Policy Title:	Code:
Confidentiality of Information	STD 2-11

Purpose	To outline the governing policies that will assure Al Imam COM commitment to high standards in the treatment of all confidential information and appropriately manage information confidentiality in accordance to legal requirements and accountability standards.
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	<p>Al Imam COM will protect personal information from improper disclosure. We believe all staff and students have the right to protect their personal information confidential.</p> <p><u>Confidentiality of students information:</u></p> <ol style="list-style-type: none"> 1. The responsibility of Al Imam COM is to ensure by all reasonable means at its disposal to keep all records pertaining to students and staff out of the hands of those who would use these records for other than legitimate purposes. All employees and officers of the college must respect the confidentiality of information about students which they acquire in the course of their work.
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Policy

2. Information which the Al Imam COM may wish to collect from a student prior to admission, at the time of admission, at the commencement of each academic term/year, or at any other time, is classified in one of two categories: either mandatory information or voluntary information. Mandatory information is that information which the college believes to be essential to its proper function; voluntary information is that information considered desirable but not essential to the functioning.
3. College personnel who have access to confidential student and staff information will exercise their access and use the information only to the extent necessary to carry out their responsibilities.
4. The official responsibility for the security of the student's official academic record/file rests with the Academic Affairs Unit. An official folder will be maintained in the Office of the admission and record and is not to be sent outside this office except in circumstances specifically authorized in writing by the Supervisor.

Confidentiality of staff information

1. Staff information need to be dealt confidentially and kept safe with the authorized personnel at the Human Resource department.
2. Staff members who are dealing with staff confidential information shall preserve all confidential information in trust and confidence and shall not under any circumstances use, disclose, communicate or allow be using, disclosing, communicating or conveying directly or indirectly any such information except as may be necessary in the performance of their duties.

Confidentiality of AL IMAM COM information:

Staff members who are dealing with AL IMAM COM organizational confidential information shall preserve all confidential information in trust and confidence and shall not under any circumstances use, disclose, communicate or allow be using, disclosing, communicating or conveying directly or indirectly any such information to internal and external bodies without the approval from College Dean in case of the performance of their duties.

Disclosure of Student Information

When access to student information is granted to individuals, other than the students themselves, the following principles apply:

Disclosure of information to persons within the Institution:

A person who is given access to student information may not further disseminate or transmit the information he or she receives to another person unless that person has

Policy

such permission as well. College should bring to their students' attention in advance the kinds of academic work of the students that will be made publicly available. Similarly, individual faculty members who use public disclosure of student work as part of the educational process in specific courses should make that fact known in advance to students who enroll in their class.

Disclosure of information to persons outside the College:

Personally identifiable student information should not be disclosed to individuals or organizations outside of the college without the student's written consent; with certain exceptions like in emergencies (Institute officials can disclose student information necessary to protect the health or safety of the student or others.) The written consent must be signed and dated and must include a specification of the records to be disclosed, the purpose of the disclosure, and the party (or parties) to whom the disclosure is made. Upon request, the student shall be provided with a copy of a record that is disclosed.

Disclosure of Student Information to Students:

Students have a right, subject to the need to protect the privacy of other students, to review records, files, and data, held about them on an official basis by the college. A student may make a request to see his or her record directly to the department or unit that maintains that record, or through the office of the Dean. The right of access includes a right to have an explanation or interpretation of the record, and the right to obtain copies of the record.

Disclosure of Student Information to outside College's Officials:

Institute officials who have a legitimate educational interest may have access without prior consent by the student to the specific student information that is needed to fulfill their professional responsibilities. It should be understood that access will be limited to the records of those specific students and categories of information to which the need pertains.

Disclosure of student information to other academic institutions and agencies:

Student information may be disclosed, without a student's prior consent, to officials of another educational institution in which the student seeks or intends to enroll, or in which the student is enrolled concurrently, a waiver form has to be signed.

Policy

Disclosure of student information for legal purpose:

1. Court orders requesting information about a student(s) must be referred to the Office of the Dean. In such cases, unless prevented by court order, the individual student(s)

will be notified of the request as soon as possible and the required information will be released only by an authorized officer of the Institute.

2. In certain circumstances it may become necessary to disclose information to a third party without getting student consent. Such circumstances may include:
 - a) if a student is considered to pose a risk or physical harm to themselves or others
 - b) if a student imparts information relating to criminal activity or planned criminal activity where a disclosure is required by law if the student poses a risk to the college.

Request to challenge and amend a record and the right to a hearing:

A student may challenge that the content of his or her record is inaccurate or misleading, or in violation of her or his privacy or other rights. Challenges can also be made to correct or delete any inaccuracies or misleading or otherwise inappropriate data contained in hers or his record. The subjective judgments of a faculty member about a student's work, expressed in grades and/or evaluations, are not included in this right to challenge. Challenges should be submitted to the Office of the Dean. If the office to which the challenge is presented decides not to amend the record, the student may request a hearing. If, after such a hearing, the record is not amended as the student requests, the student may submit a statement to be included in the student's record commenting on the information and stating that he or she disagrees with the decision not to amend the record as the student requested.

Disclosure of staff information:

Al Imam COM Human resource officer has to take the consent from the concerned employee to disclose any personal information any internal or external agency.

Disclosure of Al Imam COM information:

1. Al Imam COM staff that has access to organizational information has no authority to disclose it to any internal or external agency.
2. The College Dean is authorized to speak on behalf of the College and communicate the institutional information to other agencies under specific situation with the knowledge of the College Board.
3. Compliance with this policy is monitored and any violation can be reported and result in disciplinary action including termination of the employee or other legal actions.

Maintaining a record of disclosures:

Information about all disclosures of records containing student information/staff information/ Al Imam COM information including the identity and legitimate interest of the party to whom disclosure was made, must be maintained as part of the student's record/staff record/institutional record.

Policy

Responsibilities	<p><u>Faculty/staff/student:</u> Need to sign the confidentiality pledge upon joining and re-contracting.</p> <p><u>Academic Affairs Unit:</u> For student's admission information, records containing student information and student's official academic records and files.</p> <p><u>Teaching Staff:</u> Course work including papers and exams.</p> <p><u>Finance officer:</u></p> <ul style="list-style-type: none"> • For students' financial and financial aid records. • Al Imam COM financial statements and other related documents <p><u>Human resource officer:</u> Confidentiality of staff information and protection of staff documents from unauthorized access. For biographical information, work agreement, documents revealing salary and benefits, and employee evaluations.</p> <p><u>Head of disciplinary committee:</u> Confidentiality of students and staff disciplinary records</p> <p><u>College Dean:</u> Ensure the confidentiality and controlled access to college information as well as employee and students information.</p>
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Standard-3

Management of Quality Assurance and Improvement

Policy Title:		Code:
Benchmarking policy		STD 3-01
Purpose	To establish guidelines for comparison of Al Imam College of Medicine achievements with other institutes.	
Policy	Al Imam COM always intend to improve performance by verifying our performance against accepted standards to implement best practice standards.	
Procedure	<ol style="list-style-type: none"> 1. Identify potential benchmarking partners (organizations) and reach on agreement for benchmarking. 2. The selected competitor must have a compatible; Mission, Vision, Values services, similar discipline mix and comparable size. 3. Select the Key Performance Indicator (KPI) for benchmarking and discuss in quality committee for approval. 4. Finalize the KPI report each academic year and discuss and finalize it in the quality committee. 5. Compare the similar performance indicator data among the departments and sections. 6. Forward the approved KPI data to the external institutions for data sharing and feedback. 7. Prepare benchmarking report and improvement strategies (if applicable) and discuss in the quality committee. 	
Responsibilities	<p><u>Central Quality Unit:</u></p> <ol style="list-style-type: none"> 1. Prepare KPI report for the purpose of benchmarking. 2. Identify the benchmarking partners and inform the college administration. 3. Analyze data received from external institutions and prepare a report on the outcome with recommendations. 4. Provide Al Imam COM quality committee and departments with recommendations and report/s. <p><u>Department Head:</u></p> <ol style="list-style-type: none"> 1. Select Performance Indicators (PI) according to Al Imam COM department operational goals. 	

Responsibilities	Provide Al Imam COM Central Quality Unit with finalized PI's and data at the end of the semester.
	<p><u>Quality Committee:</u></p> <ol style="list-style-type: none"> 1. Discuss and review Al Imam COM annual KPI report/s and provide feedback and recommendations. 2. Approve the KPI list to be benchmarked. 3. Select institutions for benchmarking. 4. Discuss benchmarking report and plan improvement strategies. <p><u>Al Imam COM Dean:</u></p> <ol style="list-style-type: none"> 1. Approve Al Imam COM finalized KPI report. 2. Communicate with selected external institutions for benchmarking. 2. Approve the benchmarking report and improvement strategies.

Policy Title:		Code:
Quality Evaluation Surveys policy		STD 3-02
Purpose	To Maintain and improve stakeholders expectation and satisfaction over the quality of services provided by academic programs at Al Imam COM.	
Policy	Al Imam COM always focuses on improving quality of academic programs and services by gathering regular feedback and opinion from students and stakeholders.	
Procedure	<ol style="list-style-type: none"> 1. Annual survey plans will be prepared by Central Quality Unit in co-ordination with information and statistics committee. 2. The surveys are conducted online through college website (Except Employer satisfaction survey) by using unified survey formats for both male and female sections of the college. 3. Information and Statistic Committee will collect and analyze the survey results by applying the statistical tools and methodologies and submit the analytical report to the Central Quality Unit. 4. A summary report will be prepared by quality unit and will be discussed in the quality committee. 5. The survey report will be submitted to an independent reviewer for feedback and finally to quality committee for approval. 6. Improvement plans will be generated based on the report and quality unit will follow up the plan with the concerned departments. 	

Responsibilities	<u>Information and statistics Committee:</u> Prepare and implement the plan for surveys in the college. Provide statistical report on surveys to quality unit and college departments.
	<u>Central Quality Unit:</u> Prepare survey report with action recommendation and submit to concerned departments for implementation.

Policy Title:	Code:
Internal Quality Auditing Policy	STD 3-03

Purpose:	To ensure that the organization achieves and maintains its quality standards and progress towards advancements.
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Policy	<ol style="list-style-type: none"> 1. Al Imam COM always aims to verify the achievement on quality standards and to improve its standards to achieve excellence. 2. <u>Time Specification:</u> At the end of second semester of each academic year the internal auditing is carried out and reports submitted to College Dean; but this does not restrict the continuous quality monitoring an ongoing process. 3. The scope of assessment includes curriculum; academic advising and student guidance, teaching and assessment; teaching and learning environment; availability of resources; facility and safety other NCAAA quality standards.
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Procedure	<ol style="list-style-type: none"> 1. Quality committee formulates a team for internal audit at the end of each academic year. 2. The audit team examines whether the college has performed the activities stated in the tool. (On the assessment tool, criteria and a score for achievement are given for each item).The assessor selects the column that reflects the level of achievement. 3. The total score indicates the level of quality. The college must review the results and improve the quality in areas that are not yet at the highest level, while maintaining and improving the quality of those that already met the standards. 4. At the end of the auditing process the assessors are responsible to submit their reports with recommendations. 5. The recommendations will be discussed in the, “College Quality Committee” and measures will be taken accordingly.
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Responsibilities	<u>Quality Committee:</u> Formulate audit team and co-ordinate the internal audit process.
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Responsibilities	<p>Receives the report from audit team and discuss the improvement strategies.</p> <p><u>Audit team:</u> Conduct annual quality audit and submit commendations and recommendations to the quality unit.</p>
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Policy Title:		Code:
Encouraging Initiative and Creative Ideas Policy		STD 3-04

Purpose:	To provide opportunity for students and staff of Al Imam College of Medicine (Al Imam COM) to raise their concerns, creative and innovative ideas to enhance their experience and satisfaction at college.
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Policy	<ol style="list-style-type: none"> 1. Al Imam COM is committed to ensure that all students and staff of the Al Imam COM have the opportunity to raise their concerns, creative and innovative ideas for improvement. 2. Al Imam COM value Students and staff feedback which will enable college administration to improve academic and non-academic activities at the college.
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Procedure	<ol style="list-style-type: none"> 1. A suggestion box is placed in both college campuses to accept students and staff suggestions. 2. Students and staff write their concerns, creative and innovative ideas and place it in the suggestion box. 3. The Central Quality Unit collects all the concerns, creative and innovative ideas on weekly basis. 4. The Central Quality Unit will initiate the suggestion action form and forward to the responsible department /person. 5. An action to be taken by the involved department and forward the form to the Central Quality Unit after completion. 6. The Central Quality Unit will follow up the action plan with the involved department to ensure action is taken and close the issue within one month from the receipt of the suggestion. 7. The Central Quality Unit will prepare a monthly report on all suggestions received and submit to the College Dean.
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Responsibilities	<p><u>Employee/Students:</u> Forward the suggestions or recommendations for improvements and innovative ideas.</p> <p><u>Quality and Accreditation unit:</u> Collect the suggestions and follow up with the responsible department and prepare.</p>
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Responsibilities	College departments: Implement the action plan based on the recommendations for improvement and report to quality unit.
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Policy Title:		Code:
Key Performance Indicator		STD 3-05

Purpose:	To guide the selection, monitoring and reporting of Key Performance Indicators (KPIs) at Al Imam College of Medicine.
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Policy	<ol style="list-style-type: none"> 1. The Key Performance Indicator selection and development is done according to the guidelines by National Commission for Academic Assessment and Accreditation (NCAAA). 2. Additional indicators can be selected by departments in consultation with Central Quality Unit with final approval from Quality and accreditation steering committee. 3. Regular monitoring and reporting on Departmental Key Performance Indicators is the responsibility of the concerned Department Director. 4. If any Key Performance Indicators Data reflecting negative trend or variances this has to be analyzed critically and initiate performance improvement plans by the concerned department and Central Quality Unit.
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Procedure	<ol style="list-style-type: none"> 1. Performance indicators are selected by departments in co-ordination with Central Quality Unit and this is reviewed annually by Quality and Accreditation Steering committee. 2. Departments will collect data on Key Performance Indicators as per collection schedule (annually or bi-annually) and submit to Central Quality unit. 3. Data analyst is responsible for analyzing the data and preparing statistical reports. 4. Central Quality Unit is responsible for preparing institutional indicators. 5. Central Quality Unit director will present statistical report on all indicators in Quality and Accreditation steering committee with action recommendations (if applicable). 6. Department directors are responsible for developing action plans to improve the status based on the report. 7. The approved final Key performance Indicator report will be published college wide by the Central Quality Unit.
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Responsibilities

Central Quality Unit:

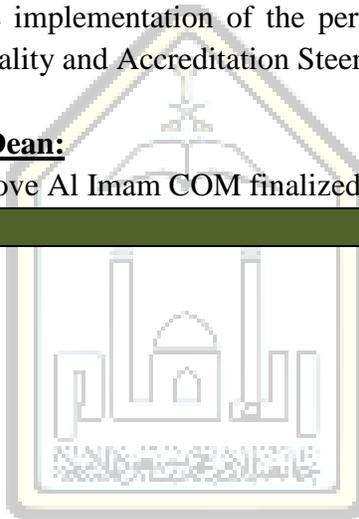
1. Selection and monitoring of institution wide Key Performance Indicators (KPIs).
2. Collaborate with departments in selection of Departmental Indicators according to departmental goals.
3. Prepare the report with recommendations based on the analyzed data and submit it to Quality and Accreditation Steering committee.
4. Follow up with concerned departments on improvement plans to rectify deficit areas.

Department Director:

1. Select Performance Indicators according to department operational goals.
2. Based on the KPI annual report prepare action plan for improvement for applicable indicators.
3. Follow up the implementation of the performance improvement plan and report findings to Quality and Accreditation Steering Committee.

Al Imam COM Dean:

Review and Approve Al Imam COM finalized KPIs.



Standard-4: Learning and Teaching

Policy Title:		Code:
Curriculum Review		STD 4-01
Purpose	To provide guidelines for modifying or changing courses/curriculum to meet the health care challenging needs of Saudi society. Curriculum review aims at supporting ongoing quality and improvement of academic processes, and outcomes through reviewing the change in methods of delivery of the curriculum, and course specifications.	
Policy	<ol style="list-style-type: none"> 1. Every program is due for a curriculum review every 5 years after the graduation of at least one bachelor to determine the effectiveness of the current curriculum and make decisions about the future. 2. Review process of the curriculum should reflect rigor, integrity, objectivity, teamwork and accountability. 3. Review process of the curriculum should include: <ol style="list-style-type: none"> 3.1 A clear statement of the scope of and terms of reference for the review. 3.2 Clearly defined responsibility for all stages of the review. 3.3 Reference to stakeholders' feedback. 3.4 Reference to relevant college key performance indicators. 3.5 Communication and implementation of the outcome of the review. 3.6 Appropriate documentation of all stages of the review. 	
Procedure	<ol style="list-style-type: none"> 1. Curriculum change/modifications will be first requested at departmental level. 2. Curriculum change requests will be discussed by the Department Council who will submit their recommendations to the Medical Education Department (MED). 3. The MED will review and submit to The Curriculum Development Committee (CDC). 4. The CDC will review the proposed changes and send the recommendations to College Board. 5. The College Board will approve the proposed changes and recommendation if they are minor. And return to the concerned department. 6. Proposed major curriculum changes will be reviewed by the College Board , and if the Board: <ol style="list-style-type: none"> a) Disapprove the changes, it will be returned back to the MED and then to the concerned Head of Department for further review. 	

Procedure	<p>b) Approve the recommendations, it will be submitted to the College Board for approval.</p> <p>c) Disapproved recommendations will be submitted back through the Dean and then to the concerned, for further review.</p> <p>d) Approved recommendations by the will be submitted to MOE for final approval.</p> <p>7. For minor changes, implementation of the approved curriculum will be applied once approved by The College Board.</p> <p>8. For major changes implementation of the curriculum will be started at the beginning of the new academic year after obtaining the approval of MOE.</p> <p>9. Program comprehensive review process:</p> <p>a) Is done after completing implementation of 5 year program cycle.</p> <p>b) The program comprehensive review will be initiated by the concerned departments in collaboration with Medical Education Department.</p> <p>c) Comprehensive review of the offered programs is done by collecting feedback from stakeholders and by formulating independent external national and internal review committees.</p> <p>d) Complete reviews will then be compiled by the MED and final version of the reviewed programs will be submitted to the CDC for final review.</p> <p>e) The CDC will forward the document for final review by the College Board. Then final version of the reviewed program will be submitted to College Board for final review and recommendation to University for approval.</p>
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Responsibilities	<p><u>Concerned department:</u></p> <ul style="list-style-type: none"> - Requesting review/modifications of the curriculum. <p><u>Department council:</u></p> <ul style="list-style-type: none"> - Discussing the proposed changes and submitting the recommendations to the Department of Medical Education. <p><u>Medical Education Department:</u></p> <ul style="list-style-type: none"> - To review curriculum changes proposed by department and then forward recommended actions to CDC. <p><u>The Curriculum Review and Monitoring Committee:</u></p> <ul style="list-style-type: none"> - Reviewing the proposed changes and sending to the College Board. <p><u>College Board:</u></p> <ul style="list-style-type: none"> - Discussing the proposed changes. - Requesting for an external reviewer to assess the recommended changes if needed. - Submitting the recommendations to the university. <p><u>University:</u></p>
Responsibilities	

	<ul style="list-style-type: none"> - Approving or disapproving the proposed curriculum changes/modifications. - Communicating the decision to the college.
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Policy Title:	Code:
Plagiarism	STD 4-02

Purpose	This policy is designed to explain and highlight what is recognized as plagiarism in written work within academic environment.
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Policy	<ol style="list-style-type: none"> 1. All assignments, projects and research papers must be the student owns' work. They have to acknowledge any information from used resources through proper referencing and paraphrasing any written work. 2. Students who submit any written work which is not their own or not properly referenced according to the international standards of referencing, shall be subjected to a disciplinary action.
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Procedure	<p><u>Procedures for Dealing with Plagiarism:</u></p> <p>When a case of plagiarism is suspected, it must be reported to the disciplinary committee. This main aim of this committee is to investigate whether the work submitted is the writer's own work or someone else's. The committee will apply the following procedure:</p> <ol style="list-style-type: none"> 1. Run the written assignment through plagiarism software. 2. If copied or non-properly referenced citations found, the committee members will meet the student to discuss the incident, and listen to the student's justification of that. 3. The students will be informed about the possible penalty action might be taken. 4. A report with a detail description of the incident will be sent the head of the department, with evidence of the plagiarism. Then, the report will be sent to the Vice Dean of the Educational Affairs and College Dean. 5. A letter mentioning the final decision will be sent to the student, and it should mention the student right to apply for an appeal. <p><u>Penalties:</u></p> <p>The penalty will depend on the severity of plagiarism and therefore, there will be various disciplines:</p> <ol style="list-style-type: none"> 1. The student will not receive more than 60% in the assignment where plagiarism is detected. 2. The assignment will receive a zero mark.
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<p>Procedure</p>	<p>3. Cancelling the entire course. 4. Suspension from the college.</p> <p><u>Appeals:</u> The student has the right to appeal against the plagiarism committee decision by submitting the appropriate appeal form to the committee. The appeal should be within two weeks after the committee decision.</p>
<p>Responsibilities</p>	<p><u>College Responsibility:</u></p> <ul style="list-style-type: none"> - Orient faculty members and students about what is recognized as ‘plagiarism’. - Publicize the plagiarism policy and its penalties to all students and faculty staff. - Implement the college policy of plagiarism fairly and objectively. - Establish a plagiarism committee, which consists of senior faculty members to deal with suspected plagiarism cases fairly and objectively. - Maintain confidentiality concerning plagiarism cases and penalties. - Run any written work through plagiarism software such as ‘Turn it in’. <p><u>Faculty Responsibilities:</u></p> <ul style="list-style-type: none"> - Educate students to take into consideration academic honesty when writing their assignments. - Educate students about the most up-to-date and relevant references for the course. - Include plagiarism policy in the course syllabus. - Arrange practical sessions for students on academic writing in the beginning of each course. - Teach students how to write references and use appropriate referencing style. - Ensure that students understood what is considered as plagiarism, and its consequences. - Check students’ work carefully to detect plagiarism. - In case plagiarism is suspected, it has to be reported to the plagiarism committee. <p><u>Student Responsibilities:</u></p> <ul style="list-style-type: none"> - Write their assignments with honesty and integrity. - Distinguish between own ideas and other people’s thoughts and work, through proper referencing. - Use recommended referencing system by the college. - Comply with the plagiarism policy of the college. - Consult the teacher and the academic advisor when a student is not sure about how to reference his/her written work.

Policy Title:		Code:
Student Academic Advising		STD 4-03
Purpose	<ol style="list-style-type: none"> 1. The purpose of this policy is to help students go smoothly through their academic study and also to facilitate their learning process through guidance and academic advising. 2. The purpose of this policy is to help students’ intellectual discovery and encourage them to take advantage of in- and –out class educational opportunities in order to become self-directed learners and decision maker. 	
Policy	The academic advising activates the professional relationship between the students and teaching staff to help students go smoothly in their academic development through their period of study at Al Imam COM.	
Procedure	<p><u>Procedures for Academic Advising:</u></p> <ol style="list-style-type: none"> 1. Coordinate with registration department to be aware about exact date of registration process, add and drop date and withdrawal date. 2. Assigned the academic advisor by head of department for the new students. 3. Conduct a meeting with academic advisor and freshmen students during college orientation program to clarify the nature of academic study and all related issues about academic study. 4. Each group of students freshman or enrolled is assigned to an academic advisor who assists them in selecting the courses according to the semester teaching plan. 5. Help all students to register through the college website and keep copy of students’ registration schedule in their academic advising files. 6. Formulate academic advising file for each student. 7. Students are encouraged to meet with the advisor each semester prior to registration. 8. Advisors will provide available times for general and individual meetings to advice students. <ul style="list-style-type: none"> - General meeting held on week 5th. of each semester - Individual meeting held on week 6th. of each semester 9. Coordinate between academic advising and teaching staff to discuss academic performance for students, emphasis will be on poor academic performance students. 10. Follow with poor academic performance students to be aware about the reasons behind their performance, and put the action plan for improvement. 	

Procedure	<ol style="list-style-type: none"> 11. Encourage the students to participate in academic and extra-curricular activities to enhance their professional communication skills with others. 12. Submit regular report regarding the students' achievement levels to academic advising committee. 13. Refer students with academic, attitude, attendance, or other personal problems require intervention to college psychosocial counseling for improvement.
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Responsibilities	<p><u>The Academic Advisor:</u></p> <ul style="list-style-type: none"> - Help students define and develop realistic educational plan. - Help students with semester courses selection and scheduling. - Monitors students' progress toward educational goals. - Helps resolve academic difficulties. - Maintains a folder for each student with information such as a summary of courses and requirements completed and interview sheets with dated records of all actions and discussions of significance. - Interpret and provide rationale for the college policies, procedures, and requirements. - Refer students with special problems require intervention to other professionals. - Inform students of special services available to them for academic assistance and other needs. <p><u>The student:</u></p> <ul style="list-style-type: none"> - Clarify their personal values, abilities, interests, and goals. - Be aware of the college policies, procedures and requirements. - Be prepared with accurate information to communicate with the advisor. - Attend the general and individual meeting with the advisor to follow his/her academic progress. - Students can consult the academic advisor or seek for advices as needed. - Actively involved in monitoring his/her academic progress and following it through the advisor's recommendations.
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Policy Title:		Code:
Peer Review		STD 4-04
Purpose	To assist the faculty staff in the development of strategies to continually enhance the quality of teaching at Al Imam COM.	

Policy	<ol style="list-style-type: none"> 1. Each faculty member has to undergo the process of peer observation to know their strengths and weaknesses to improve the quality of teaching. 2. The peer observation reports aim to improve the faculty performance and maintain the standards of teaching in the college. 3. This is applicable for the theory courses as well as lab and clinical courses. 4. Following the peer observation, the faculty will be given a feedback focusing on the teaching behaviors and practices. This will include the faculty's strengths, weaknesses and areas of improvement. 5. The Department chairs will review the report and provide his/her feedback to the faculty if it's required.
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Procedure	<ol style="list-style-type: none"> 1. The peer review team needs to plan a schedule for visiting classes and evaluating the faculty. 2. A peer review form which includes special criteria will be used. 3. The evaluated faculty should know that the peer review team intention is to evaluate the quality of teaching of the faculty and student interactions not to negatively criticizing him/ her. 4. The peer review team should be unbiased and document the findings as observed. 5. The reviewers should stay more than 50% of class time to objectively evaluate quality of teaching and student interaction. 6. Review visit will be conducted for faculty who are considered to have unsatisfactory level of performance in the first visit.
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Responsibilities	<p><u>Peer review team members:</u></p> <ol style="list-style-type: none"> 1. The peer review team (Head of department (HOD) or senior faculty staff with PhD or Master with good Academic experience) will conduct observation and evaluation for their concerned departments and provide the faculty with a feedback on their performance. 2. Department Head: Reviews the peer review reports and provides the faculty a feedback if it is required.
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Policy Title:	Code:
Examination	STD 4-05

Purpose	To ensure that examinations are organized and conducted during examination period consistent with the regulations of Al Imam COM & University, also to ensure that students have assessment for the curriculum courses that required to undertake during the formal examination period, to progress to the next study level.
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Policy	Examination falls under theory, lab or clinical part according to requirements of the course which is scheduled within the examination period to evaluate student's performance in the course curriculum of the program. If the students fail in courses, they must repeat the complete course. (Including Theory, lab & Clinical).
Procedure	<p><u>Examination Period</u></p> <ol style="list-style-type: none"> 1. It is the responsibility of the head of departments, examination committee & registration department to organize the examinations schedule within the examination period in accordance with the examination regulations of Al Imam COM & University. 2. A draft schedule for examinations to be posted on the Al Imam COM website at least three weeks before the end of the semester .A student, who finds a conflict within the schedule of examination, should notify the examination committee by submitting written notes within a week after announcing the schedule. 3. The final examination schedule is to be announced to students before two weeks from the examination period by examination committee. <p><u>Examination committee duties (Addition to the Arabic version of examination rules & regulations of Al Imam COM) the following points are:</u></p> <ol style="list-style-type: none"> 1. The Examination committee shall communicate to each teaching faculty through email, the final schedule of the examination 2. The faculty shall supply the examination committee the sealed exam questions (Set-1 & Set-2, with key answer) at least 10 days before the scheduled date of examination. 3. Prepare the examination halls for conducting the exam. 4. Supervise the examination process. 5. Prepare control room for correction of exam papers. (No exam paper is corrected out of the control room of Al Imam COM and the result should be submitted within 48 hours after the exam). 6. Prepare a schedule for auditing the exam papers. 7. Results will be submitted to Al Imam COM Board for approval. 8. Each staff should enter his/her course results for students (marks) in Al Imam COM website after being approved. 9. The Head of the department reviews all the results (marks) and then publish (announce) the result. 10. Students will receive the final results within one week after finishing the subject examination. <p><u>Makeup exam procedures:</u></p>

<p>Procedure</p>	<ol style="list-style-type: none"> 1. The student must notify Al Imam COM Head of department & the examination committee chairperson of his/her absence for not attending the exam within three days after the exam date. 2. The exam will follow the University & Al Imam COM examination regulations, i.e. if the absence was in the theory the student will have the theory exam only, if the student was absent in the practical part, he/she will have the practical exam only. However, if he/she was absent in both parts, the exam will be in both. 3. Student will sit for a separate final exam and the final exam paper will be marked out of 60. 4. Student's exam marks or grades will be exactly the same as per the course specification. <p><u>Supplementary Exam:</u></p> <ol style="list-style-type: none"> 1. Graduating students those who fail in one course are only allowed to take the supplementary exam. 2. Courses with theory and clinical- If the student fail in the theory part, supplementary exam will be only in the theory (out of 50%) if it is in the practicum part, supplementary examination will be in the practicum only (out of 50%).
<p>Responsibilities</p>	<p><u>Dean:</u></p> <ol style="list-style-type: none"> 1. Approving the final schedule. 2. Signing the final results after being approved by the College Board. <p><u>Faculty:</u></p> <ol style="list-style-type: none"> 1. Submitting sealed exam papers for reviewing. 2. Marking exam papers. 3. Entering results in the website after being approved by the College Board. <p><u>Heads of the Departments:</u></p> <ol style="list-style-type: none"> 1. Preparing the first and final draft of the midterm and final exam schedules. 2. Auditing and announcing the results in the website after being approved by the College Board. <p><u>Registration Office:</u> Providing the examination committee with updated students list in each course.</p> <p><u>Students' Affairs Department:</u></p> <ol style="list-style-type: none"> 1. Announcing and displaying exams rules and regulation. 2. Preparing exams attendance list according to the distribution of students in the exam halls. 3. Preparing the absenteeism report at the end of the exams. <p><u>Examination Committee Members:</u></p> <ol style="list-style-type: none"> 1. Announcing the Schedules for theory and practical exams at least two weeks before the exam date. 2. Receiving exam Papers submitted by the courses coordinators.

Responsibilities	<ol style="list-style-type: none"> 3. Submitting exam papers to the moderation committee 4. Supervising examination process in both campuses. 5. Preparing schedule of students' distribution in exam halls. 6. Preparing the invigilation schedule. 7. Photocopying exam papers. 8. Supervising and scheduling the auditing process. 9. Supervising entering the results in Al Imam COM website auditing the results after being entered. 10. Preparing the absenteeism report. 11. Preparing the exam final report. 12. Storing exam papers.
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Policy Title:	Code:
New Academic Program Approval	STD 4-06

Purpose	This policy provides guidelines for proposing and approving new academic programs. It also highlights the process of approving adapted programs from national and international academic institutions.
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Policy	<ol style="list-style-type: none"> 1. A new program is proposed as a need for achieving the college mission for academic expansion, and in accordance with the health needs of the Saudi society. 2. The proposed program should include the following criteria: <ol style="list-style-type: none"> 2.1 The program's name and degree designation which reflect the program content and purpose. 2.2 The proposed program is congruent with the vision, mission, goals, and academic plans of Al Imam COM. 2.3 The admission requirements, and preparation needed are appropriate for the program learning outcomes. 2.4 The program structure, curriculum, and teaching/learning methods are consistent with the program learning outcomes. 2.5 The resources (physical, human & financial) are available to support the implementation of the proposed program. 2.6 The proposed program meets the health needs of Saudi society and job market expectations.
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<p>Procedure</p>	<p>Approval process of a newly proposed program:</p> <ol style="list-style-type: none"> 1. The initiative for a new program is initiated by an academic department in response to suggestions by stakeholder including students, faculty staff members, College Board, or an external agency. 2. The detailed description of the rationale for the new program should be submitted to the Medical Education Department (MED) for recommendations after completing the following: <ul style="list-style-type: none"> - Feasibility and market study. - Benchmarking with similar program in selected national and international universities. - With the support of MED and using NCAAA design of program specifications, with clear identified learning outcomes, objectives and curriculum map structure. - Complete development of course specifications and field experience. - Complete development of syllabi (supported by MED) for each phase of curriculum. 3. The MED will send the proposed program to the CDC for review. 4. The CDC will review the proposed program and send the recommendations to the MED for peer-review by international reviewers. 5. The MED will send the final recommendations to the CDC. 6. After CDC review, College Board will discuss the new proposal and submit the recommendations to the University Council. 7. If the new proposal is accepted, the University shall submit the proposed program to MOE for final approval. 8. Once approved by MOE with no further modifications, the college will send the program to the MED.
<p>Procedure</p>	<p>The process of adapting an approved program:</p> <ol style="list-style-type: none"> 1. The new program should be reviewed by the CDC. 2. The CDC will send the recommendations to the MED. 3. The MED will send the recommendations to the CDC. 4. After approval by CDC, the recommendations will be submitted to the College Board. 5. The College Board will submit the suggestions and recommendations to the University Council. 6. The University Council will submit the recommendations to MOE for approval.

Responsibilities	<p>Concerned Department</p> <ul style="list-style-type: none"> • Discussing the new proposed program in the departmental council. • Submitting the approved program to the Department of Medical Education.
	<p>The Department of Medical Education</p> <ul style="list-style-type: none"> • Sending the new program to the Curriculum Development Committee for review. • Sending the recommendations to the Vice Deanship, Development and Quality Management for approval.
	<p>The Curriculum Development Committee</p> <ul style="list-style-type: none"> • Reviewing the new program. • Submitting the recommendations to the Department of Medical Education.
	<p>College Board</p> <ul style="list-style-type: none"> • Discussing the new program. • Requesting an external reviewer to assess the recommendation of the new program if needed. • Submitting the recommendations to the University Council.
	<p>University Council:</p> <ul style="list-style-type: none"> • Accepting or rejecting the new program. • If the new program is accepted, the University Council will submit the meeting minutes to MOE for approval.
	<p>MOE</p> <ul style="list-style-type: none"> • Approving or disapproving the new program. • Communicating the decision to the college.

Policy Title:		Code:
Academic Quality Monitoring and Evaluation		STD 4-07
Purpose:	<ol style="list-style-type: none"> 1. To maintain and improve stakeholders expectation and satisfaction over the quality of academic services provided by academic programs at Al Imam COM. 2. To ensure that the students receive high quality education and training through well-structured academic programs. 	
	<ol style="list-style-type: none"> 1. Al Imam COM is committed to maintain and improve the quality of its programs, facilities and activities all the time. 	

<p style="text-align: center;">Policy</p>	<ol style="list-style-type: none"> 2. In each program, consideration is given to the inputs, processes and outcomes, with an emphasis on the quality of learning outcomes and services it provides. 3. Al Imam COM always focuses on improving the quality of academic programs and services by gathering regular feedback from faculty, students and stakeholders to identify areas for improvement. 4. Al Imam COM is committed to utilize various mechanisms to collect and evaluate feedback on the academic quality of programs such as course evaluation, students experience survey, program evaluation survey, student’s satisfaction survey, intern’s satisfaction survey, and employer satisfaction survey. 5. For each program, a specification should be prepared focusing its mission and objectives. 6. The development of Program Specification, Course specification and Field experience specification and its corresponding Reports has to comply with the guidelines of National Commission for Academic Assessment and Accreditation (NCAAA). 7. Specific Key Performance Indicators are selected by each offered program for monitoring and reporting its quality of teaching and learning process. 8. A comprehensive review of the Program specifications, course specifications field specification are conducted every 5 years according to Al Imam COM Policies and Procedures. 9. Operational plans/Improvement plan for each Program will be prepared at the beginning of each Academic Year considering the recommendations from previous year Annual Program report, Course report, Field Experience Report and Survey Reports.
<p style="text-align: center;">Procedure</p>	<ol style="list-style-type: none"> 1. Program Specifications are to be prepared for each Program by Head of Department and it will be discussed in the Program Committee and reviewed by Curriculum Development Committee, making adjustments where necessary. 2. Course Specifications are prepared by responsible Faculty and reviewed by the Course Coordinator and Head of Department by using course specification checklist. 3. Field Experience Specification for Bachelor Degree Program is applicable for Internship Year and it will be prepared by the Internship Coordinator and reviewed by the Head of Department. 4. The final version of Program Specification, Course Specifications and Field experience Specification will be compiled and submitted by the concerned Head of Department to the Curriculum Development Committee for review and then to the College Board for approval.

Procedure

5. Head of Department will publicize the approved Program Specification, Course Specifications and Field experience Specification to faculty members and submit approved hard and soft copy of the same to the Central Quality Unit.
6. At the end of each semester each faculty delivering the Course is responsible to prepare the Course Report and submit it to the Course Coordinator. Faculty members will present a summary of course reports following the format attached and will have a discussion about the courses delivered.
7. Course Coordinator is responsible for reviewing the Course Reports and compiles it into a single Course Report if the Course is offered in more than one section.
8. Course Coordinator has to submit the Course Reports to concerned Department Head within two weeks of publishing the final result according to Al Imam COM academic calendar in hard and soft copies.
9. For Bachelor Program Field Experience Report has to be completed by the College Internship Coordinator within one week of completion of the Internship Year and submit to Head of Department for review and feedback.
10. The Head of Department will evaluate each and every Course Report and Field Experience Report and provide feedback to the concerned Faculty within one week of submission of the reports in order to make plans for the new semester.
11. Considering the feedback through all these course reports and field experience report, Head of Department will write an Annual Program Report at the end of each academic year.
12. The completeness and accuracy of the specifications and reports will be checked by using the course specification checklist and course report checklist by the Department Head.
13. Vice Dean Educational Affairs or designee will evaluate the Program specifications, course specifications, field specifications and corresponding reports to ensure accuracy and completeness.
14. Head of Department has to discuss the Annual Program Report at the Program committee and will forward to Curriculum Development Committee and Quality and Accreditation Steering Committee for review. After review, the final report will be submitted to the College Board for approval.
15. Head of Department has to submit the approved Program report, Course reports and field experience report to the Central Quality Unit in soft and hard copies at the end of each Academic Year.
16. The evaluation of quality of Courses offered is monitored by surveys like Course evaluation survey done by students and staff at the end of each course, Students experience survey done by level -5 students and Program evaluation survey by the graduating students (Alumni).
17. These surveys are conducted at the end of each semester.

Procedure

18. Stakeholder surveys also will be conducted at the end of each academic year to monitor the quality of programs.(Employer satisfaction survey, Staff satisfaction survey, Students satisfaction survey)
19. The quality evaluation survey feedback will be forwarded to concerned faculty and Head of Department and a copy will be kept in Central Quality Unit.
20. Central Quality Unit Director will review the reports to identify the gaps and areas for improvement and return to the concerned Head of Department for a plan for improvement.
21. Central Quality Unit will follow up the improvement plan with the concerned and provide final report to the Quality and Accreditation committee.
22. Course portfolio is to be prepared for each course by course coordinator at the end of each semester and submit to the Head of Department for review.
23. Course Coordinator has to submit the Course portfolio to the concerned Head of Department within two weeks of publishing the final exam result according to Al Imam COM academic calendar in hard and soft copies.
24. Head of Department has to keep a soft and hard copies of course portfolio in a special cabinet and submit another soft and hard copies of course portfolio to the Central Quality Unit in at the end of each Academic Year.

Responsibilities

Head of Department:

- Prepare program specification and review course specification and field specifications.
- Review Course Reports and Field Experience Report.
- Prepare the Annual Program Report.

Curriculum Development Committee:

- Conduct overall review of all Program Specifications, Course Specifications and Field Specification of all offered programs offered at Al Imam COM and give recommendations.

Quality and Accreditation Steering Committee:

- Discuss the Annual Program Reports, Survey reports and Key Performance Indicator Reports and suggest actions for improvement.

Central Quality Unit:

- Monitor the compliance of the processes according to the policy.

Policy Title:		Code:
Internship Program		STD 4-08
Purpose	To provide clear information about Al Imam COM “Internship year” and to clarify the responsibilities of the involved departments.	
Policy	<ol style="list-style-type: none"> 1. In order to certify the bachelor degree awarded to the students at Al Imam COM , it is mandatory to successfully complete 12 months internship training program according to the course registered. 2. The Internship training hours is not included in the student’s GPA. 3. Undergraduate students, who completed their five (5) years academic study (10 semesters), must complete an “Internship year” for a period of 12 months. 4. The students will receive their “Graduate Certificate” from the College up once successful completion of “Internship Program”. 5. All the college and/or Al Imam COM training affiliate’s disciplinary regulations and policies are applicable to “Interns”. 6. It is the sole responsibility of the Al Imam COM Department to initiate, follow up and award bachelor degree after successful completion of the “Internship Training Program” and requirements. 	
Procedure	<p>Preparation for starting the “Internship” year:</p> <ol style="list-style-type: none"> 1. Registration department will prepare the list of students eligible for starting Internship training and submit to the Program Director. 2. Program director will review this list and discuss it in the program committee and forward to the College Board for final approval. 3. College internship coordinator will forward the approved list to staff clinic to prepare the medical screening schedule (Complete medical screening-Hepatitis B and C status, HIV, Varicella status, PPD test and MMR) and for vaccination accordingly. 4. College internship coordinator will prepare the required documents for each student before starting the “Internship Training (Medical records, BLS certificate, copy from the passport and National I.D/Iqama). 5. College internship coordinator will discuss the rotation plan with the hospital Internship Coordinator and come up with the final rotation schedule for all students. 6. Program director will review and approve the final rotation schedule for the Internship year. 7. College internship coordinator will collaborate with hospital internship coordinator and conduct a structured orientation program. 	

Follow up of the “Internship” year:

1. The intern student will be rotated and trained according to the field specification requirement.
2. Every “Intern” will be assigned to a preceptor by unit manager and hospital Internship Coordinator. Hospital internship coordinator monitors Intern’s performance and attendance on daily basis and report to college internship coordinator weekly.
3. College internship coordinator will follow up with the Interns and their preceptors on weekly basis for feedback and then discuss the issues with hospital internship coordinator.
4. The internship students will be conducted with the Vice Dean and/or the College’s Dean on a regular monthly meeting to discuss the internship related matters.

Intern students’ evaluation process:

1. Interns will be evaluated one week prior to the end of every rotation by using a specific evaluation tools.
2. The student evaluation team should include the followings:
 - Student’s Preceptor
 - College Internship Coordinator
 - Hospital Internship Coordinator.
 - Faculty staff
3. In order to certify, the intern student has to successfully complete the training in specific area, and he/she must obtain a minimum score of 60% in each training area; otherwise they will be considered as failed.
4. “Intern student” who fails in any evaluation will repeat that specific rotation at the end of the entire 12 month training period.
5. Final overall internship period evaluation will be a weighted average of all of these clinical rotation evaluations as follow.

90% and above	Excellent
89.99% - 80%	Very good
79.99% - 60%	Good
Below 60%	Unsatisfactory (Fail)

Attendance

1. Attendance for the whole internship period is mandatory for all students.
2. Field Internship coordinator or preceptors are authorized to request interns to "make-up" a late arrival at work on the day of the occurrence.
3. Any absence must be reported by hospital internship coordinator /preceptor to the college coordinator.

Procedure

4. The offending intern will be counseled by the intern's college coordinator and the incident will be reported to the program director.
5. Intern will be penalized by repeating the missed days.
6. The intern student whose absenteeism exceeds 25% of any rotation will be required to repeat the entire rotation at the end of the program regardless of the reason.
7. The intern student whose absenteeism exceeds 50% of any rotation will be dismissed from the internship program regardless of the reason
8. The intern student will receive warning letter if he/she has broken the following rule(s):
 - Uncooperative attitude
 - Misbehavior
 - Dress code
 - Late arrival
 - Unauthorized absences
 - Leaving the hospital without informing a preceptor
9. If intern students received 3 warning letters during the internship year, this student will be send for a counseling committee.
10. In the event of sudden illness:
 - The intern student is entitled a maximum of 12 days of sick leave throughout the internship year.
 - Only a sick leave report certificate approved by medical center doctors and from government hospital will be accepted.
 - Notifications/letters from private Hospitals/Clinics are not acceptable.
 - A phone call must be made to the assigned unit, the interns' hospital coordinator and clinical preceptor to inform them about the sick leave.
 - When the intern student is back on duty, he/she will submit the sick leave to intern's hospital internship coordinator for final approval.
 - In case of the sick leave is not accepted, the student will have to repeat the missed days in the area of assignment.
 - Other acceptable absences as lifetime events and/or family emergencies are allowed for 3 days throughout the internship year.

Procedure

Postponing:

1. When the intern student facing (health or personal) difficulties during their internship year can request to postpone (suspend) their training.
2. Only one postponement is allowed during the internship program (with a valid reason).
3. The intern student must pre-arrange the request for postponing with the college internship coordinator and should be approved by program council.

<p>Procedure</p>	<p>4. The intern student must report to the college coordinator one month prior to resuming his/her training.</p> <p>Final clearance process:</p> <ol style="list-style-type: none"> 1. In order to complete the internship training and issue bachelor degree certificate, an overall evaluation for the whole internship year must be completed by the college internship coordinator and reviewed and approved by the program director. 2. List of students who are eligible for graduation will be discussed and approved in the program council and College Board. 3. This list will be submitted to the College Admission and Registration Office to issue the certificates.
<p>Responsibilities</p>	<p>College Internship Coordinator Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for collaborating and coordinating the implementation and appraisal of the internship year with the hospital internship Coordinator. 2. Reviews policies and guidelines of the internship year in collaboration with the hospital internship coordinator for the Internship year. 3. Reports directly to the program director. 4. Makes the master rotation for intern's students and follow up planning for clinical units. 5. Reviews after each rotation the "attendance record" submitted by the hospital internship coordinator in order to monitor individual interns work records. 6. Coordinates counseling's of intern student if needed with the hospital internship coordinator. 7. Acts as a resource person for any enquires related to the internship year. 8. Attends the final clinical evaluation with the hospital internship coordinator and field staff for the intern's students at the end of each rotation. 9. Motivates intern students to participate in the implementation of continuing education program for the advancement of knowledge, professional growth and self-development. <p>Hospital Internship Coordinator Responsibilities</p> <ol style="list-style-type: none"> 1. Responsible for collaborating and coordinating the implementation and appraisal of the internship year with the assigned college coordinator for the internship year. 2. Plans, organizes and conducts orientation program for all new Interns students in the orientation period along with the assigned faculty staff member for the internship year. 3. Acts as a "Resource Person" for all Interns students. 4. Responsible for planning the clinical unit of Interns student after receiving the master schedule for rotations from the college coordinator.

Responsibilities	<ol style="list-style-type: none"> 5. Ensures the distribution of the clinical schedules to the college coordinator, manger office and nursing interns. 6. Approves the final evaluation of the Interns student submitted by the unit manager after each clinical rotation 7. Initiates and maintains all records for Interns student’s attendance and submits reports by the end of the rotation along with the Interns student’s final evaluation to the college. 8. Approves and submits counseling letters to the Interns student who fails to follow or respect the rules, regulation and policies of the Hospital. 9. Motivates Interns student to participate in the implementation of continuing education program for the advancement of knowledge, professional growth and self-develop
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Intern Responsibilities

1. The Intern is responsible for assessing needs, planning, implementing the plan of care required during the internship year based on the field specification requirements, and evaluating results of such care in accordance with the policies and standards of each unit under the direction of the preceptor.
2. Reports duty on time and leaves the clinical area when "hand-over" is completed.
3. Participates in the unit/patient care activities and requirements.
4. Performs the assigned work under preceptor’s supervision and according to hospital policy, and make relevant observation for the consequences.
5. Maintains a clear and legible patient's documents of assigned patient’s records according to hospital documentation policy.
6. Reports any unusual incidents or occurrence in the duty, according to hospital policies and regulations.
7. To be available in the unit all the time on duty except on rhe break time.
8. Adheres to the internship regulations of the hospital.
9. Participates in the activities that promote and develop the job profession.
10. Attends and participate in educational programs within the hospital that will foster professional growth and development (i.e. in-service committees, case conferences, medical continuous education).
11. Follows guidelines/practices of infection control procedures.
12. Carries out care plan on assigned patients according to patient's needs and prioritize in line with the hospital policies.

Responsibilities

Policy Title:		Code:
Students Assessment		STD 4-09
Purpose	The purpose of this policy is to define the policy and procedures for assessment of students enrolled in Al Imam College of Medicine accordance to the rules and regulation of the University to ensure that the process of student assessment is effective in measuring and confirming the standard of student's achievements of learning outcomes and to maintain coordinated, consistent examination practices.	
Policy	This policy and its associated procedures apply to all students and staff enrolled in, and all involved in the delivery of undergraduate courses, it sets out the principles that underpin the college approach to assessment and the mandatory procedures for the implementation of assessment.	
Procedure	<p><u>Assessment Principles</u></p> <p>Assessment must be designed to contribute to high quality student learning and underpin the development, delivery and quality assurance of courses. Assessment should both help students learn (assessment for learning) and measure explicit evidence of their learning (assessment of learning).</p> <p>Assessment:</p> <ol style="list-style-type: none"> a. Must be standards-based and provide evidence of the level of achievement with respect to learning outcomes and graduate attributes. b. Must be a transparent process carried out with honesty, integrity and confidentiality in line with the Mission of the college. c. Must comprise a variety of tasks which are reasonably achievable by students; and must be fair, inclusive and equitable for all students. <p><u>Types of assessment</u></p> <p>Formative assessment:</p> <p>Is the part of the assessment process which evaluates ongoing teaching/learning process throughout the Course. Ongoing feedback provides the student with the opportunity to enhance their performance. Specific recommendations from the course coordinator and academic advisor on strategies for improving student performance will be helpful and should be documented.</p> <p><u>Summative assessment:</u></p> <ol style="list-style-type: none"> 3. Summative evaluation provides a graded assessment of student learning at regular intervals of the course; the grade counts toward the final grade. 	

Procedure

4. Summative evaluation tasks are graded and weighted based on the course's grading scheme as stated on the course specification; such tasks may incorporate a formative component to provide additional feedback to the students on their learning.

Forms of Assessment

Forms of Assessment may include:

- **Written Exam**-may take the form of short answer questions, multiple-choice questions and essays, where appropriate.
- **Written Assignments**- may take the form of essays, reports, case studies and portfolios.
- **Presentations**-normally based around formal discussion groups where students will be delegated particular topics for research and will be required to present their findings.
- **Practical exam** (Skills lab and clinical exam) - students may be required to complete a series of practical exams designed to assess students' abilities under 'real world' conditions.

Student Notification of Form of Assessment

During the first week of class, Students shall be provided with a description of the means of evaluation to be used in the Course which shall include:

- a. The Course pre-requisites
- b. Course Learning outcomes with assessment methods and score distribution
- c. Course activities
- d. The evaluation tools
- e. The date, time and location of their Assessment tasks.

Rule and Regulation:

1. All teaching staff (course coordinators and clinical instructors) should attend the training session for student assessment annually.
2. A student must attempt all assessment items mentioned in the course specification.
3. Faculty members are expected to treat students in a fair and impartial manner in the evaluation of their academic performance.
4. In each course, Students are provided with two or more assessment tasks per course (Midterm and Final exams), quizzes, oral presentation or assignments or any assessment methods relevant to learning outcomes mentioned and graded in the course specification.
5. Marks for semester activities should be estimated by oral presentation, skills lab demonstration, clinical exam, quiz and other class tasks or all of these or some of them, together with mid an final written exam.
6. Student semester activity assessment is done via using relevant assessment rubric form.
7. The total of marks for each course must be 100% divided into midterm exams, semester activity and final exams.

Procedure

8. A minimum/pass mark in all courses is 60%.
9. Course coordinator should change the contexts and questions of assessment tasks from semester to semester to prevent copying of earlier students' work (unless security is assured or there is no advantage to students in having advance knowledge of the task).
10. All examinations must be taken on the date scheduled by the examination committee.
11. The faculty shall supply the examination committee the sealed exam questions (Set-1 & Set-2, with key answer and course blueprint) at least 10 days before the scheduled date of examination.
12. Course coordinator should not take exam papers to home.
13. Course coordinator should marking exam papers and registers the marks achieved by the students in the result sheets prepared for that purpose.
14. Course coordinator should sign the result sheet and approve it from the head of the department, and entering results in the college website.
15. The student should not sit for more than two exams for different courses in the same day.
16. The students will not be allowed to enter any examination after half an hour of the exam time, and will not be allowed to leave before half time of the exam.
17. If a student is absent for an assessment where attendance is required on a particular day the head of the department may allow the student to undertake the task if the student produces approved sick leave or provides some other evidence for the absence, and the reason for the absence is acceptable to the head of the department.
18. Course coordinators must submit the blueprint and exam matrix with student result to ensure the reliability and accuracy of students and confirming the standard of student's achievements of learning outcomes.
19. Valid and reliable mechanisms are used in programs throughout the college for verifying standards of student achievement in relation to relevant internal and external benchmarks.

Reasonable Accommodation of Students

1. Special provision may be made in cases of disability, long and short term illness, chronic and temporary illness or other major disruptions to study which affect a student's ability to attend an assessment task.
2. Examination committee will arrange for special provisions may include extension of submission date of assignment, special examination arrangements, deferred examinations or other special adjustments.
3. Applications for special provisions must be made using the prescribed form and include any required supporting evidence in accordance with the Assessment Procedures.

4. Students who without a valid documented reason fail to attend an Assessment shall receive a grade zero (0) for the Assessment.

Grading Elements

Students are required to achieve a minimum Grade Point Average (GPA) of 2.0 at each level in each course (out of a possible 5.0); if they fail to achieve this level, they do not pass and must retake the course. The GPA is determined by dividing the total number of points from all the courses the student has attended by the number of units in the student’s schedule. Further to evaluate students’ learning and experiences, the Department gather data by conducting a course evaluation survey, alumni surveys and a student experience survey. A student's GPA is determined by dividing the cumulative point value of all courses attempted by the number of units in the student's semester schedule. The cumulative grade point average and the grade system are translated in following tables:

Procedure

Cumulative Grade Point:

Cumulative Grade Point Average (GPA)	Grade
Greater than 4.50	Excellent
3.75 < 4.50	Very Good
2.75 < 3.75	Good
2.00 < 2.75	Pass
Less than 2.00	Fail

Grading System:

Grade	Numerical	Average Point
A+	95-100	5.0
A	90-less than 95	4.75
B+	85-less than 90	4.5
B	80-less than 85	4.0
C+	75-less than 80	3.5
C	70-less than 75	3.0
D+	65-less than 70	2.5
D	60-less than 65	2.0
F	Below 60	1.0

Students Grades Auditing

Examination committee is responsible for the auditing the calculation of the student grades to ensuring the accuracy of calculating student grades and compared with student grades in the system.

Procedure

Quality Assurance, Verification and Review

Assessment tasks must be subject to routine assessment verification processes and review through consensus verification practices, including:

- **Peer Review:** College assessment unit will assign faculty staffs to review the examination process in each course to ensure that they reflect appropriate assessment design and grading.
- **Internal Verification:** College assessment unit will verify the student result and grades between the different programs at the college and also between male and female within the same program.
- **External Verification:** External examiner from other local universities will attend examination procedures and verifying students result by using specific checklist

Assessment Feedback

Timely feedback to the student throughout the semester is considered an essential component of the teaching and learning process. Feedback will be provided by a variety of methods including informal discussions in lectures and tutorials, review of individual marked coursework and review of marked examination papers on request.

Dealing with cheating

The student who cheats or attempts to cheat in the exam, or violates the rules and regulations of conducting the exam is punished as per the rules of disciplining students issued by the College Board.

Communication of Grades to Students

After the approval of the student result by the College Board, all course coordinators will enter the result in the website and to be announce to students after being audited by the head of the departments within two weeks.

Review of Assessments by Student

1. A request for a review must be made in writing and lodged with the relevant Course Coordinator within **3** working days of formal notification of the grade.
2. The grounds upon which the student may request a review of a grade are that the student believes that:
 - An error has occurred in the calculation of the mark.
 - The grade is inconsistent with the assessment requirements or assessment criteria.
3. The Examination committee will normally respond to the request for a review of a grade in writing within 10 working days and may confirm or vary the original decision.

Examiner Conflict of Interest

The assessment unit will take all reasonable steps to ensure that no conflict of interest that relates to its operations has an adverse effect. When this does happen, the

Procedure	<p>assessment unit will take all reasonable steps to mitigate the adverse effect as far as possible and correct it.</p> <p><u>Student grading appeals</u></p> <p>Students have the right to appeal any action or decision that may affect the ultimate evaluation of their performance in a course. Academic appeals are limited to matters affecting evaluation, See the Al Imam COM student Appeals Policy and Procedures in the Quality Manual. The appeals form is available from the Assessment unit.</p> <p><u>Special Consideration</u></p> <p>Field practice assessment (The Internship Year)</p> <ol style="list-style-type: none"> 1. Assessment of students in field practice includes formative and summative evaluation according to the following assessment process: <ul style="list-style-type: none"> • The field supervisors should submit biweekly report regarding the students' performance based on required learning outcomes this report should be discussed and signed by student. • Students will conduct case-based discussion evaluated by the faculty staff. • At the end of each unit rotation the faculty member with field staff will evaluate the student by using rubric intern student assessment form, If student hasn't achieved a satisfactory report he/she should repeat the practice period in that unit. • No grade of student will be achieved by the end of internship training period (only PASS or Not Pass).
Responsibilities	<p><u>Head of department:</u></p> <ol style="list-style-type: none"> 1. Provide teaching staffs with assessment information, resources and procedures are available to students and staff. 2. Informed course coordinator about the rules for progression in the courses. 3. Ensure the alignment of assessment methods with course learning outcomes. 4. Ensure the assessment procedures are adhered to course learning outcomes. 5. Ensure that students are receiving constructive and timely feedback about their assessment tasks. 6. Make sure that grading criteria and standards are applied accurately, fairly and consistently. 7. Adopt a consistent approach to instruct students about academic integrity and managing incidence of academic misconduct. <p><u>Course Coordinator</u></p> <ol style="list-style-type: none"> 1. Be familiar with the requirements for good assessment practice. 2. Ensure that assessment practices are aligned with course learning outcomes. 3. Communicate assessment expectations clearly in the first class session, and be available to discuss students' concerns about assessment. 4. Ensure students are familiar with the requirements for academic integrity in the discipline.

Responsibilities	<ol style="list-style-type: none"> 5. Set the first submission deadline early in the semester to gain information about possible learning challenges for some students. 6. Give timely and constructive feedback on work submitted. 7. Keep confidential records of student achievement and any intervention strategies during the semester. <p>Cooperate with the Head of department in the investigation of any grievance raised by one of their students.</p>
	<p><u>Students</u></p> <p>Students have a responsibility to:</p> <ol style="list-style-type: none"> 1. Adhere by the College’s assessment policy and procedure. 2. Behave ethically and responsibly in their conduct of assessment tasks. 3. Be aware that the primary objective of assessment is to aid learning rather than merely the achievement of grades. 4. Submit work on time, ensuring it is their own work except when shared ownership is part of the task. 5. Notify the course coordinator as soon as possible if difficulties arise with timing, resources, or understanding studies or tasks. 6. Use assessment to engage in self-evaluation in terms of course progression and achieving learning goals. 7. Be aware of the academic grievance procedure. <p><u>College Registrar</u></p> <p>Ensure accuracy and security of student academic records.</p>

Policy Title:		Code:
Students’ Poor Academic Performance		STD 4-10
Purpose	The purpose of this policy is to identify students with inadequate academic performance and implement strategies for assisting students to achieve academic success.	
Policy	Al Imam COM is committed to identify students with poor academic performance and support their academic progress to assist them to successfully complete their courses.	
	<u>Throughout the course</u>	

Procedure

1. Student academic performance is monitored closely to identify any student whose performance is likely to lead to academic failure.
2. Course coordinator will identify students who do not achieve the standard performance (60%) at least in two consecutive assessments in the course.
3. The course coordinator will set up a meeting with the student to support him/her to address issues affecting academic performance.
4. The course coordinator will provide the student with an academic progress form and advise him/her on how to achieve the requirements for successful academic progression.
5. The course coordinator will refer the student to the academic advisor for consultation.
 - a. If the student has difficulties in understanding the course materials, the academic advisor will organize extra tutorial hours for the student.
 - b. The course coordinator will arrange a small teaching group according to student's needs.
 - c. If the student faces personal or psychological problems, it will be reported to the head of department who will refer the student to the college's psychosocial counselor.
6. The psychosocial counselor will
 - a. set up meetings with the student to identify the causes of the problem and propose solutions to help the student to overcome these problems.
 - b. send a report to the head of the department about the student's problem and implemented actions.
7. Student's progress in improving their academic performance will continuously be monitored by the course coordinator and the academic advisor.

At semester level

1. At the end of each semester, the head of department will discuss the exam results in the departmental council.
2. The departmental council will check the course completion rate and identify students who failed in courses.
 - a. The head of department will refer students who failed in one or more courses to the academic advisor to identify the causes of failure and provide advices for improvement.
 - b. The academic advisor will discuss the problem with the student and implementing the appropriate strategy according to student's problem as follows:
 - English language problem: an extensive English Language course will be organized for the students in a convenient time.

Procedure

- Difficulties in understanding the course materials: extra tutorial hours will be organized for the student.
 - Frequent absenteeism: the causes of absenteeism will be discussed with the student and appropriate solutions will be proposed accordingly.
 - Teacher-student interpersonal relationship: the academic advisor will discuss the issue with both the teacher and student, and find solutions for improving their relationship.
 - Poor time management: the academic advisor will help the student to plan time and improve time management skills.
 - Non-motivated or non-interested in the course: the academic advisor will collaborate with the course coordinator to motivate the student.
- c. Course coordinators and academic advisors will continuously monitor students' academic progress and report to the head of department.
3. For students whose semester grade point is below a 2.0:
- a. A warning letter will be sent to the student by the academic affairs department.
 - b. The academic affairs department will send a report to the head of department.
 - c. The academic advisors who will set up a meeting with the student to discuss the causes of the problem and provide advices for improvement.
 - d. Students' progress in the following semester will be continuously monitored by the academic advisor and reported to the head of department.
 - e. Students will be in the probation period, and will not be allowed to register more than 12 credit hours per semester.

At program level

1. Academic affairs department will
 - a. Identify students whose cumulative GPA is below a 2.0.
 - b. Send a warning letter to the student.
 - c. Send a report to the head of department and academic advisor.
2. The head of department will discuss students whose cumulative GPA is below 2.0 in the departmental council.
3. The departmental council will select the course/courses each individual student should study to improve the cumulative GPA.
4. The recommendations of the departmental council will be submitted to the College Board for approval.
5. The decision of the council will be communicated to the student by the head of department.
6. Follow up of the student's academic progress in the course/courses he/she is enrolled in will be continuously monitored by the course coordinator and the academic advisor, and will be reported to the head of department.

Responsibilities	<p><u>Head of Department</u></p> <ol style="list-style-type: none"> 1. Discuss students whose cumulative GPA is below 2.0 in the departmental council. 2. Inform students about the courses they should enroll in to improve their GPA. 3. Follow up students' academic progress.
	<p><u>Course Coordinator</u></p> <ol style="list-style-type: none"> 1. Identify students with poor academic performance. 2. Identify causes of students' poor performance and implement the appropriate action for improvement. 3. Monitor students' academic progress. 4. Report to the head of the department and the academic advisor.
	<p><u>Academic Advisor</u></p> <ol style="list-style-type: none"> 1. Discuss the causes of poor performance with the student. 2. Provide advises for the student to improvement his/her academic performance. 3. Monitor the student's academic progress. 4. Report to the head of the department.
	<p><u>Psychosocial Counsellor</u></p> <ol style="list-style-type: none"> 1. Set up a meeting with each individual student to discuss his/her problems. 2. Provide advices to the students to overcome the problem and improve performance. 3. Report to the head of department
	<p><u>Students' Affairs Department</u></p> <ol style="list-style-type: none"> 1. Identify students whose semester grade point is below a 2.0 and those cumulative GPA is below a 2.0. 2. Report to students' academic advisors and head of department. 3. Send a warning letter to the student and make sure the students signed for receiving the letter.
	<p><u>Students</u></p> <ol style="list-style-type: none"> 1. Attend all meeting with the course coordinator, academic advisor and the head of department. 2. Implement what is planned to improve his/her academic performance.

Policy Title:		Code:
Student Academic Appeal		STD 4-11
Purpose	The aim of the policy is to ensure fairness and rigorous quality assurance of the academic decision-making processes. The policy seeks resolution when a student feels that he/she has not been treated fairly with respect to academic decisions. Student appeals provide a mechanism for reasonable review of academic decisions.	

Policy	<ol style="list-style-type: none"> 1. Al Imam COM students have the right to appeal for a review of an academic decision on assessment, progression and termination of studies. The college encourages students and staff to resolve academic issues through discussion. When resolution is not reached, students may request for formal review. It is the responsibility of Al Imam COM to maintain academic integrity. 2. Academic Decisions that may be Appealed <ul style="list-style-type: none"> • A final grade in a course. • A grade within a course (e.g. written exam, oral presentation, written assignment, skills lab, practical exam). • An academic dishonesty charge (e.g., plagiarism, cheating). • Student denial of entry test. • Termination of studies. • Other issues related to academic decisions. 3. Grounds for Appeal <ul style="list-style-type: none"> • Merit of work (an academic decision that does not reflect student's achievements). • Illness/ hospitalization. • Personal issues (e.g. death of a family member, legal issue, unexpected circumstances). • Policy violation (when a staff fails to follow college policy and procedures which affects student's academic grade).
Procedure	<ol style="list-style-type: none"> 1. The student first attempts to discuss the academic issue with the instructor of the course within five working days of receiving a grade or an academic decision. 2. If the issue remains unresolved, the student discusses the problem with the head of department. 3. If the issue is not resolved and the student remains dissatisfied with the academic decision, then the student may commence a formal appeal in accordance with the academic appeal procedures of Al Imam COM. 4. The student fills out a student appeal application form. 5. The student can attach evidences that support the appeal. 6. The student submits a fully completed Student Appeal Form, supported evidences and approved fees receipt to the Vice Dean of Educational Affairs. 7. The Vice Dean of Educational Affairs refers the appeal to the College Academic Appeal Committee for investigation. 8. The Head of the Student Appeal Committee sets up a meeting with the student within 5 working days of receiving the appeal. 9. The Student Appeal Committee meets with the student to hear his/her appeal.

	<p>10. The Student Appeal Committee also meets with the concerned staff to discuss the original academic decision, review the supporting documents and discuss possible alternatives for resolving student’s appeal.</p> <p>11. The Student Appeal Committee takes a decision and submits the decision to the Vice Dean of Educational Affairs for approval.</p> <p>12. The Vice Dean of Educational Affairs communicates the decision in writing to the student within 10 working days of receiving the appeal.</p> <p>13. Privacy and confidentiality will be maintained throughout the appeal process.</p> <p>14. Disclosure about the appeal will only be made if it is necessary for dealing with the appeal.</p>
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Responsibilities	<p><u>Head of Department</u></p> <ul style="list-style-type: none"> • Sets up a meeting with student to discuss his/her academic issue. • Discusses student’s academic issue with the concerned staff and possible alternative to resolve the issue. <p><u>Vice Dean of Educational Affairs</u></p> <ul style="list-style-type: none"> • Refers student’s appeal to the Student Appeal Committee. • Approves the decision of The Student Appeal Committee. • Communicates the final decision to the student. • Ensures that the student is protected against subsequent punitive action or discrimination following the appeal. <p><u>The Academic Appeal Committee</u></p> <ul style="list-style-type: none"> • Investigates student’s appeal. • Sets up a meeting with the student to hear his/her appeal. • Meets with the concerned staff to discuss student’s appeal and possible alternatives for resolving the issue. • Takes a decision about student’s appeal and communicates the decision in writing to the Vice Dean of Educational Affairs. <p><u>Students</u></p> <ul style="list-style-type: none"> • Complies with the student appeal policy.
Responsibilities	

Standard-5

Student Administration and Support Services

Policy Title:		Code:
Admission and Registration		STD 5-01
Purpose	The purpose of this policy is to provide a guideline for the process of admission and registration for MBBS program.	
Policy	<ol style="list-style-type: none"> 1. All required documents and conditions must satisfy the admission criteria. 2. Admission requirements: <ul style="list-style-type: none"> - To hold a secondary education certificate in natural sciences or an equivalent degree with a minimum grade of 90%. - The graduation date from secondary school should not exceed two years back from the registration date. 3. Provide the following documents: <ul style="list-style-type: none"> - Original copy of the secondary education certificate and two photocopies. - Original copy of good behavior certificate and a photocopy. - Four color photographs size 6x4. - Photocopy of the national identification (original copy should be brought for confrontation). 4. Aptitude test from the National Measurement Center. 5. Achievement test from the National Measurement Center. 6. Pass the interview at the college. 	
Procedure	<ol style="list-style-type: none"> 1. Applicants shall fill-in “the registration form” at the admission and registration office or college website. 2. Applicant should provide the required documents to admission and registration office during the stated period after admission and registration as per announced. 3. Applicant should complete applications and all admission forms on time. 4. Student / Guardian should sign Al Imam COM contract after acceptance in to the program. 5. Credit hours registration and courses enrolment are as follows: <ol style="list-style-type: none"> 6.1 Student is assigned to academic advisor from registration till graduation. These assignments will able students to be guided by the same advisers throw-out the program. 	

Procedure	<p>6.2 Students shall not change their academic advisors until their graduation, unless there is an academic decision signed by the program director.</p> <p>6.3 Students shall register a minimum of 12 credit hours and a maximum of 18 credit hours in each semester.</p> <p>6.4 Courses registration starts at the first day of the semester and students shall complete registration within 2-week period. Otherwise, no student is allowed to register after this deadline.</p> <p>6.5 Student is permitted to add or drop courses until the 3rd week of the semester.</p> <p>6.6 Student wish to withdraw the semester within the first 6 week of the semester shall refund 50% of their tuition. Otherwise, students will lose their right to refund.</p> <p>6.7 Student’s registration at Al Imam COM will lapse if he/she does not register within the period specified in regulation.</p> <p>6.8 Al Imam COM authorities have the right to cancel student registration and/or enrolment if he/she fails to complete registration within the time limit specified under Al Imam COM regulation.</p>
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Responsibilities	<p><u>Admission and Registration Department:</u></p> <ol style="list-style-type: none"> 1. Announce the registration and enrolment calendar. 2. Receive applicant’s admission forms and help them on their admission and registration. 3. Process the applicant admission forms and make sure that they provide all required documents. 4. Inform applicant about their registration and enrolment status. 5. Confirm registration of academic courses to students, as advised by academic advisor and head of department and process students’ academic withdrawing. 6. Provide student’s identification card (ID). <p><u>Students’ Academic Advisor:</u></p> <ol style="list-style-type: none"> 1. Guide students throughout their progress in the program. 2. Coordinate with the registration department regarding the registration and enrolment calendar. 3. Make sure student follow the program curriculum. 4. Keep record of each student’s achievement. <p><u>Program Directors:</u></p> <ol style="list-style-type: none"> 1. Assign students to academic advisor. 2. Make sure that students advisor communicate and coordinate smoothly with the admission and registration department and all other Al Imam COM departments. 3. Implement the students’ academic advising policy.
Responsibilities	

Policy Title:		Code:
Student Grievance		STD 5-02
Purpose:	The purpose of student grievance policy is to provide guidance and procedures for addressing student grievances and complaints in an equitable manner in order to reach fair and appropriate resolution to student complaints in compliance with Al Imam COM standards for the process.	
Policy	<p>Al Imam COM student who wishes to file a grievance should first attempt to resolve the issue at its source with the instructor or staff member involved. Should such a resolution be impossible, however, the student may pursue the following steps if he/she wishes to file a grievance.</p> <p>There are two grievance tracks: (1) academic grievances, such as grade disputes and academic dishonesty issues; and (2) all other matters, such as schedules, materials, and property.</p>	
Procedure	<p><u>Grievances:</u></p> <ol style="list-style-type: none"> 1. Academic Grievances: Students wishing to appeal a grade, dismissal from an academic program because of insufficient academic progress, or a decision involving academic dishonesty should first arrange a conference with the instructor. Should the grade/decision involve progress or dismissal from a program, the student will also hold a conference with the Co-coordinator of the program or the Head of Department. 2. Non-Academic Grievances: Students wishing to appeal non-academic matters, such as decisions regarding property, scheduling, etc. should first confer with the faculty or staff member involved. 3. Examination: when student appeal for course final results, he/she has to fill the request for each course. Examination committee will review & the result will be final. 4. If no solution be reached, the student, within 5 working days after the outcome of the conference has been determined, should contact the Dean by submitting a written complaint. 5. The Dean will gather and analyze appropriate information and if necessary, he/she has the option of convening and chairing a committee (comprised of at least one faculty member, one student, and one staff member from administration/Student Support Services /a member from Human Resource selected by the Dean) to help evaluate the student’s petition through interviewing parties involved in the grievance and gathering and reviewing materials pertinent to the case. If the 	

Procedure	<p>complaint is against one of the committee members, he/she should be excluded from the committee investigations regarding this case. The decision at this stage of the grievance will be made by the Dean based on the facts that have been gathered.</p> <ol style="list-style-type: none"> 6. Within five working days after completing the investigation, the Dean will, notify the student of his/her decision. 7. The decision of the Dean will be final. 8. Al Imam COM Dean will ensure that students are protected against subsequent punitive action or discrimination following consideration of a grievance or appeal.
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Responsibilities	<ol style="list-style-type: none"> 1. Faculty Deans, Head of Departments/Divisions, and all other managers have a duty to announce and implement this policy and procedure and to make every effort to ensure that grievances are minimized, and that harassment and bullying or discrimination doesn't occur. Any grieved issue raised must be investigated promptly and effectively. It is not acceptable from any department to ignore unacceptable behavior or complain. 2. Al Imam COM also has a responsibility to ensure that its members of staff are not subjective to unacceptable or violating behavior by any of its staff members that could lead to a grievance. 3. Faculty Deans, Head of Departments/Divisions should maintain confidentiality and seek to ensure that there is no further problem after a grievance has been resolved.
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Policy Title:	Code:
Student's Re-enrollment	STD 5-03

Purpose:	The purpose of this policy is to provide a guide for that students wishing to re-enroll to Al Imam COM and are eligible to resume a degree program.
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Policy	<ol style="list-style-type: none"> 1. Student who withdraw is eligible to be reenrolled to Al Imam COM if he/she fulfilled the reenrollment requirements that include: <ul style="list-style-type: none"> • Being within 4 semesters of inactivity, or as a new applicant if more than 4 semesters. • The student was not terminated for academic or behavioral issues. • It is the 1st application for reenrollment. 2. It is permitted to re-enrolled student for one time only. 3. It is not permitted to re-enroll student who has academic and disciplinary acts in his records.
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Procedure	<p>Students whose enrollment is inactivated can submit request to reactivate his/ her registration at Al Imam COM according to university reenrollment regulations, as the following criteria:</p> <ol style="list-style-type: none"> 1. Requests for permission to re-enrollment to be submitted to registration office within four semesters of the inactive enrollment date. 2. Registration department will refer the request to be discussed at the College Board. If the decision for the request was approved by College Board and related departments, the reenrollment using same registration number and records are completed. 3. If student is inactive for more than four semesters, a new request can be submitted, with going back to student record. Student is subject to the academic regulations and requirements in effect at the time of registration, and with new registration number. 4. Re-enrollment is dependent upon full disclosure of all relevant and up to date developmental, behavioral and academic information. 5. The College Board has the full capacity in the decision of student reenrollment, and respect of decisions should be adhered. 6. If the decision is rejected, the reenrolled student can appeal and the College Board has the right to refer the case to University for a decision.
Procedure	

Responsibilities	<p><u>Admission and Registration Department:</u></p> <ol style="list-style-type: none"> 1. Helps student on their reenrollment and registration form completion. 2. Processes the reenrollment form and provides all required documents. 3. Informs student about College Board reenrollment decision. <p><u>College Board:</u></p> <ol style="list-style-type: none"> 1. Review the referred case of reenrollment with all the student's documents. 2. Approves/ disapproves request based on committee decision. 3. Refer the case to the university in case of appealing.
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Policy Title:	Code:
Students Record Retaining and Disposal Policy	STD 5-04

<p>Purpose</p>	<ol style="list-style-type: none"> 1. To ensure Al Imam College of Medicine (Al Imam COM) has a policy that specifies retention requirements for students records whether paper or digital-based. 2. The creation and maintenance of records relating to the students are essential to: <ul style="list-style-type: none"> • Managing the relationship between the institution and the student • Providing support and other services and facilities to the student • Controlling the student’s academic progress and measuring their achievement, both at the institution and subsequently; provides support to the student after they leave the institution. 3. To identify and describe the process for destroying records that have reached the end of their mandatory retention period or are no longer necessary for operations and designate the appropriate upholders of records .
<p>Policy</p>	<p>The policy on student records ensure that they are handled consistently, confidentially and effectively wherever they are held and whoever holds them.</p> <p>This policy ensures that:</p> <ol style="list-style-type: none"> 1. Records relating to individual students are complete, accurate and up to date. 2. Duplication of student data is deliberate rather than uncontrolled and kept to the minimum needed to support effective administration. 3. Records are held and stored securely to prevent unauthorized access and breach of confidentiality. 4. Records relating to the academic aspects of the student’s relationship with the institution are clearly segregated from those dealing with financial, disciplinary, social, support and contractual aspects of that relationship. 5. To enable differential retention periods to be applied to each of these to meet business and regulatory requirements.
<p>Procedure</p>	<ol style="list-style-type: none"> 1. Student records should be stored and indexed so that they can be identified and retrieved quickly and easily. 2. Paper records should be housed in durable containers related to a restricted-access list or index to prevent casual, unauthorized access. 3. These containers should be stored in locked equipment or rooms 4. Digital records should be uniquely identified and protected with passwords and other electronic security measures. In all cases, access should be limited to those staff that has ‘a need to know’. 5. If electronic systems are not centrally managed, designated staff should make back-up copies to prevent loss of records through accidental or intentional damage. 6. The ‘core student record’ should be treated as a vital record and action taken to protect it from disaster or systems failure by copying and dispersal. 7. Duration of student record retention:

Procedure	<p>7.1 Student records will become relatively inactive once the student leaves the institution at this point these may be transferred to other storage facilities or systems.</p> <p>7.2 Using student records to provide personal references should be limited to a maximum of 6 years after the student leaves the institution, in line with other contractual obligations.</p> <p>7.3 Student’s transcripts need to be stored permanently to provide information on the student’s academic performance and award(s) to potential employers, to licensing/regulatory bodies as well as to the student;</p> <p>7.4 Responsibility for managing student records is clearly lies with the registration and admission department defined and documented.</p> <p>7.5 Institutions should tightly control access to student records to prevent unauthorized use, alteration, removal or destruction of the records and unauthorized disclosure of the information they contain..</p> <p>7.6 Student records should be destroyed in line with agreed retention periods. Destruction should be authorized by staff with appropriate authority and it should be carried out in accordance with the institution’s procedures for the destruction of redundant records containing personal data.</p> <p>7.7 The authority for destruction and the date of destruction should be recorded and held by the section of the institution with final responsibility for the student record.</p> <p>8. Student record destruction procedure:</p> <p>8.1 Head of each department form a committee of three members for: Destroy Records in accordance with the requirements of applicable legal, regulatory, and standards, records to be collected from faculty and staff that have access to or use students’ records, ensuring that records destroyed in accordance with this procedure as follows:</p> <p style="padding-left: 40px;">A. Temporary student records to be destroyed after two years of their retention period.</p> <p style="padding-left: 40px;">B. Records should not be placed in unsecured trash or recycling receptacles unless first rendered unrecognizable. Paper Records will be redacted or burned.</p> <p style="padding-left: 40px;">Al Imam COM registration office is required to maintained permanent student records, 20 years following his /her graduation.</p>
Responsibilities	<p><u>Registration director and staff:</u> To held and stored records securely to prevent unauthorized access to them and to monitor the locked equipment or records rooms.</p> <p><u>Al Imam COM IT Director / leader:</u> For protecting digital records and making back-up copies to prevent loss of records through accidental or intentional damage.</p>

Head of departments: For protection of records relating to the academic and disciplinary aspects of the student with the institution.

Policy Title:

Student Examination Cheating

Code:

STD 5-05

Purpose

To avoid students tendency to commit any attempt to cheating which is considered as a serious offense to academic goals and objectives as well as to the rights of fellow students. Students can be suspended, demoted and dismissed following a cheating incident.

Policy

It is the policy of the Al Imam COM in compliance with the University regulation, to prevent & to take disciplinary action in cases of cheating. Reported cases will be referred from the Examination Committee to Disciplinary Committee.

Procedure

Level -I offence:

Whispering / talking, glancing / looking / staring, responding to others whispers and assisting others in seeing own answer sheet, & other offences of similar nature and intensity to cheating during exams.

Punishment will be oral warning, change of seats, the authority is invigilator.

Level -II offences:

1. Carrying of mobile phones and any other communication device is strictly prohibited in the examination rooms, mobile phone / device shall be confiscated
2. Getting / giving assistance by exchange of personal items like calculators, etc. Punishment will be removal from the examination hall by the authority invigilator with the faculty member responsible for either male or female section from Examination Committee, student will have Fail grade in subject of that exam according to Examination and Disciplinary Committees decision.

Level -III offences:

1. Writing on the desk before the start of the exam.
2. Sitting contrary to seating plan, intentionally.
3. Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom, visit to administration for issue of temporary ID Card, etc.
4. Repeat Offences of Level II
5. Other offences of similar nature and intensity.

Procedure	<ol style="list-style-type: none"> 6. Using pre-meditated sheets containing helpful material. 7. Using Mobile Phone / Organizer to cheat. 8. Carrying helpful material written on hands / arms 9. Exchanging question papers <p><u>Punitive actions against level I, II and III offences:</u></p> <p>Punishment Cancellation of course (“F” grade shall be given), Cancellation of semester (“F Grade shall be given in all subjects), according to Examination and Disciplinary Committees Decision.</p> <p><u>Level -IV offences:</u></p> <ol style="list-style-type: none"> 1. Exchanging Answer Sheets during the examination. 2. Writing each other’s Roll No. on own answer sheet. 3. Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class). 4. Cheating and being argumentative, rude, aggressive, etc... with the invigilator when checked. Whenever decided by the Disciplinary Committee. <p><u>Punitive action against level IV:</u></p> <p>Punishment will be Rustication / Expulsion from Al Imam COM and (“F” grade shall be given in all subjects), authority will be Examination and Disciplinary Committees.</p> <ol style="list-style-type: none"> 1. Chairperson of Examination committee or his authorized representative must be contacted for implementation of punishments related to Level II. 2. Decisions on Levels II to IV can only be taken by Examination and Disciplinary Committee. Chairperson of Examination is to be informed immediately. 3. The recommendations of the Examination Disciplinary Committee are to be put up to College Dean for approval. 4. Recommendations of level IV should be approved by the University after the dean’s approval. <p><u>Appeals:</u> Students, faculty, and deans may appeal the decisions of officers to the Provost. Appeals are limited to the following reasons:</p> <ol style="list-style-type: none"> 1. The decision is not in accordance with the evidence presented; <ul style="list-style-type: none"> • The decision was reached through a procedure not in accordance with this rule; • New information is available which may suggest modification of the decision; • Sanction(s) imposed were not appropriate for the conduct violation which the student was found responsible for. <p>A student must submit a written appeal and state clearly the rationale for the appeal and must be submitted to the dean within seven calendar days of the date of the decision.</p>
	Responsibilities

Responsibilities	<ol style="list-style-type: none"> 1. Students are expected to be honest in meeting the requirements of courses in which they are enrolled and to be aware of the examinations rules and instructions. 2. Students should bring their own tools. 3. Students shouldn't bring their mobiles or any other material related to the course inside the examination halls.
	<p><u>Faculty members (Invigilators):</u></p> <ol style="list-style-type: none"> 1. Faculty members are encouraged to discuss with students the academic ethics and the formulation of one's own intellectual material. 2. Invigilators are authorized to deal with offences of level -1. 3. Invigilators have to check student's identity cards. 4. In case of offences levels 2, 3, 4, invigilator should inform the examination committee, fill in and sign the cheating form describing the nature of the incident and present supporting evidence.
	<p><u>Examination and disciplinary Committees:</u></p> <ol style="list-style-type: none"> 1. Investigate the reported case and check all the documents and evidence related to the cheating case. 2. Make sure that the policy is implemented. 3. Report to the dean of Al Imam COM.
	<p><u>Al Imam COM Dean:</u></p> <ol style="list-style-type: none"> 1. Approve the disciplinary actions taken by the examination and disciplinary committees. 2. Investigate the issue if there is an appeal by the student.

Policy Title:		Code:
Student Orientation.		STD 5-06
Purpose	Orientation to the college & courses is designed to assist with the transition of students into an academic setting. The purpose of this policy is to help students to create a clearer focus on the academic requirements, college regulations and to be familiar with college services. Information concerning this orientation program will be provided to students following their admission.	
Policy	Al Imam COM believe that orientation of the students is an inevitable part of their study in the program.	

Procedure	<ol style="list-style-type: none"> 1. It is the responsibility of student affair department to arrange and conduct the student orientation program in both sections of the college at the beginning of each semester. 2. Orientation for new student is mandatory for all. 3. Orientation Team staff will work hard to address each member's needs and to include everyone in the group discussion. 4. Orientation program includes a presentation on regulations of the college and academic requirements, various services offered regulations that students must follow during their study in the college also a tour to the college facilities. 5. Students will be given a copy of handbook which includes details of college regulations.
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Responsibilities	Student affair: For arranging with head of departments and conducting the orientation program in Male and Female sections of the college at the beginning of each semester.
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Policy Title:		Code:
Student Counseling Services		STD 5-07

Purpose	The purpose of this policy is to help students resolve emotional, social, or behavioral problems and help the student to develop a clearer focus on sense of direction & reduces the risk of these students dropping out later.
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Policy	Emphasis and attention to the development of the whole person is necessary to help students become responsible, productive and to be contributing members of society.
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Procedure	<ol style="list-style-type: none"> 1. Students may ventilate their concerns and problems through personal communication to the faculty or staff. 2. Refer the students who are experiencing personal distress to college counselor for professional assistance. 3. A referral for counseling is based on the conditions like: <ol style="list-style-type: none"> 3.1 The student is excessively absent or frequently late. 3.2 Student behavior becomes distressed, disturbing, disruptive, and dangerous. 3.3 The student appears emotionally volatile, loses temper, cries easily, or uses profane language. 3.4 Student shows bizarre or strange behavior. 3.5 Student shows references to harming self or others.
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	<p>3.6 Student shows dependency excessive demands on others.</p> <p>3.7 The student frequently daydreams as exemplified by inappropriate responses when asked a question.</p> <p>3.8 Student poor academic achievement.</p> <p>4. Scheduled confidential meeting with counselor out of class hours will be appointed till problem solved or further referrals made.</p> <p>5. Dean official contact will be made when further referrals needed.</p>
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Responsibilities	<p><u>Faculty member/Staff:</u> Refer the students who are experiencing personal distress to college counselor</p> <p><u>Counselor:</u> Discuss student problem and provide counseling and refer the case if needed and keep record of student’s progress.</p> <p><u>College Dean:</u> Official contact with hospital or other related agencies in case further referrals needed.</p>
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Policy Title:		Code:
Extra-curricular Activities.		STD 5-08

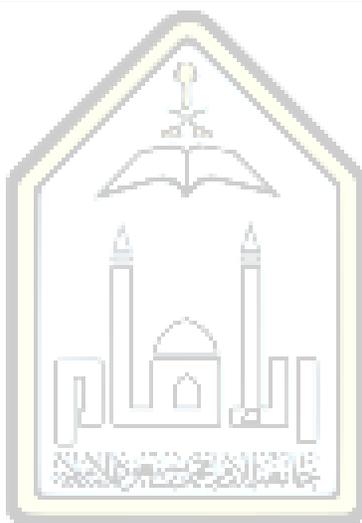
Purpose	<ol style="list-style-type: none"> To provide a clear understanding of the role of extracurricular activities in the College and to follow a consistent approach in planning and implementation of the activities. To develop and encourage experience and expertise in areas that are not included in the formal curriculum. To encourage students’ active participation in a variety of extracurricular activities. To improve the students’ holistic developments. To enhance the reputation of Al Imam COM in the community.
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Policy	<ol style="list-style-type: none"> Al Imam COM considers student involvement in extracurricular activities is an inevitable part of the College educational process. To promote academic excellence of the students by encouraging participation in the extracurricular activities.
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Procedure	<ol style="list-style-type: none"> Prepare extracurricular activities plan for each semester and obtain the approval from the College’s Dean. Announce the plan through the College’s Website to be accessible for both staff and students. Students who would like to participate in the activities have to submit an “Activity Registration Form” to the extracurricular committee members.
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Procedure

4. Staff who would like to participate in the activities has to submit an “Internal Staff Participation” form to the extracurricular committee members.
5. External speakers will be identified and invited for speeches according to the relevance of the topic.
6. “External participation Form” has to be sent to the identified speakers.
7. Trip will be arranged for students by the extracurricular committee upon submission of the “Trip Permission Form”.
8. Guide and assist staff and students in preparing and implementing the activities.
9. “Post-activity Evaluation Form” has to be distributed among the attendees after each activity.
10. The evaluation collected to the Information and Statistics Committee for analysis.
11. Committee semester activity report will be submitted to College’s Dean and Quality Unit, at the end of each semester.



Standard-6: Learning Resources

Policy Title:		Code:
Personal use of Computer		STD 6-01
Purpose	This policy is designed to guide faculty and staff in the acceptable use of computer, information systems and networks provided by Al Imam COM.	
Policy	The College's computing systems, networks, and associated facilities are intended to support the College's mission and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.	
Procedure	<p>1. The following conditions and terms apply prior gaining computer access:</p> <p>1.1 The College affiliates need to have staff ID before gaining access to computer systems.</p> <p>1.2 Once you have an ID, you will be given computer/domain login ID by the IT department.</p> <p>1.3 Your department should provide you with a new computer. IT support services can send an Engineer to setup your computer, install and configure your software.</p> <p>1.4 The credentials that will be used to login to the workstation must match with his/her hospital user ID.</p> <p>2. Security and Inappropriate Usage:</p> <p>2.1 Any device (computer or laptop) connecting to the Al Imam COM Network whether wire or wirelessly will be administered, configured in a manner consistent with the policies of the Al Imam COM.</p> <p>2.2 Any device connecting to the Al Imam COM Network wire or wirelessly will have dynamic IP address automatically assigned by the domain controller.</p> <p>2.3 No administrator privileges will be granted to the staff login ID.</p> <p>2.4 Any Roaming Laptop users wanted to explore internet at home or public places or outside the premises, then such devices will not be connected to Al Imam COM Network but will be connected to the open network instead.</p> <p>2.5 Open Network is free internet service provided at college and it is considered to be unsecured since it shared internet access among the all the staff and students similar.</p>	

Procedure	<p>2.6 Anti-Virus will also be installed and kept up-to-date with regard to security patches.</p> <p>2.7 Users are not permitted to install any other antivirus product.</p> <p>2.8 No private devices should be connected to any portion of the Al Imam COM Network.</p> <p>2.9 No USB and Flash memories are allowed with the exception to Section heads or above.</p> <p>2.10 No users are allowed to install Non-educational applications.</p> <p>2.11 Users are prohibited to play the windows games.</p> <p>2.12 Users are liable for any damage to computer or laptops.</p> <p>3. Violation of any of the above provisions will result in reporting the incident to Departmental Head & Dean Office for proper disciplinary action which may include disciplinary punishment.</p>
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Responsibilities	<p><u>Information Technology Director:</u> Guiding and leading the IT Department in the institution from AL IMAM COM.</p> <p><u>I.T member in the college:</u> Implementation and support of the college.</p>
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Policy Title:		Code:
Library		STD 6-02

Purpose	<ol style="list-style-type: none"> 1. To provide access to current information resources that will support the needs of the College and promote student success. 2. To serve as a resource by providing learning materials to promote the development of critical analysis skills and informed judgment for students. 3. To provide health learning environment that will encourage academic study and research for students and faculties.
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Policy	It is a policy to control the library users: Faculty, staff, and students to encourage them to use the facilities and resources of the Library.
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Procedure

Library Hours:

The library opens from Sunday to Thursday from 8:00 am to 4:00 pm.

Copies:

A self-service copy room is available for all copy needs.

Lost Books:

If a book is lost or damaged, the faculty, lecturer and student are responsible for payment of the cost.

Borrow procedures:

Faculty and Lecturers:

1. Every book contains a borrower's card which contains all the information of the book and will be signed by the borrower upon borrowing the book.
2. All faculty and lecturers of Al Imam COM are allowed to borrow the books, maximum one Semester, as stated on the borrower's form, signed by the borrower.
3. If the borrower did not able to return the book on its due date, an email will be sent to him/her as a reminder. To return the book within one day after or renew the book.
4. The faculty and lecturer are responsible for returning the book by the last due date, for any book not returned on time, the faculty and lecturer will be accessed an overdue fine per day.
5. Each book is classified according to its condition. This is to check the books being returned if they are any writing or damages happened, penalties will be charge to the borrower depending on the damage done.
6. Any faculty or lecturer is not allowed to leave the college, either annual leave or resignation, if not cleared from the record of the Library.

Students:

1. Every book contains a borrower's card which contains all the information of the book and will be signed by the borrower upon borrowing the book.
2. Each student is allowed to borrow two (2) books in a period of three (3) days.
3. The student completes the borrower's form to borrow the books.
4. If the student did not able to return the book on its due date, for any book not returned on time, he/she will be accessed an overdue fine is applicable per day. If did not return the book after second week it will be increased fines, if did not return the book 3rd week, he/she will be deprived of borrow any books for a month.
5. Each book is classified according to its condition. This is to check the books being returned if they are any writing or damages happened. If so, penalties will be charge to the borrower depending on the damage done.
6. Any student must have their clearance signed by the authorized Library staff before leaving the college.

<p>Procedure</p>	<p><u>Process of acquisition of books and references:</u></p> <ol style="list-style-type: none"> 10. Before the beginning of each academic year, the head of department communicates with the faculty to assess the needs for updated books, new books, references or any other required teaching materials. 11. Each faculty prepares a list of required references and submits it to the head of department. 12. The head of department prepares a comprehensive list and submit it to the Dean for approval. 13. After Dean’s approval, the list will be sent to the librarian for purchasing. 14. After purchasing the new books, the librarian will send the list of new books and materials available in the library to the head of department. The head of department will notify the faculty that the new books are available in the library. <p><u>Reserve Books</u> Reference books are not available for borrowing. It is kept on a reference reserved shelf. Copies from these resources can be made by students and faculty/lecturer when needed.</p> <p><u>Direct communication with Librarian</u> The students and faculty/lecturer should communicate directly with the librarian by e-mail or phone when there is any inquiry.</p> <p><u>Using group discussion rooms inside the library:</u> The faculty member must accompany and supervise group discussion with student he/she should inform the librarian in advance about the booking of the room.</p> <p><u>Rules and Regulations:</u></p> <ol style="list-style-type: none"> 1. The users should be quiet. 2. The phone is silent. 3. No eating and drinking. 4. Not allowed bring the bags inside the library. 5. The students are allowed to use their personal laptop inside the library for their academic search. The library is not responsible for the loss of student’s personal laptops.
<p>Responsibilities</p>	<p><u>The librarian:</u></p> <ol style="list-style-type: none"> 1. Manage the planning and administrative functions of library services. 2. Provide effective access to library collections and resources. 3. Maintain the organization of library materials. 4. Provide library services in response to the information needs of library users. 5. Assisting to faculty and students through various mechanisms of providing information, in order to make optimum use of the library services. 6. Train library users to effectively search the Library catalogue and Saudi digital library.

Responsibilities	<ol style="list-style-type: none"> 7. Provide an interlibrary loan service for both book and audiovisual materials and maintain records. 8. Receive recommended books list from program directors and communicate with proper websites and libraries in Jeddah to purchase the books. 9. Maintain records for the interlibrary loan service. 10. Maintain circulation files, records and statistics. 11. Arranging for flexible scheduling of group rooms discussion in the library to provide student accessibility to staff and resources. 12. Cooperating and networking with other libraries to provide access to resources outside the college. 13. Joining with faculty to encourage the students to read books and electronic resources, which improves their lifelong learning.
	<p><u>Head of Department:</u></p> <ol style="list-style-type: none"> 1. Revising the recommendation and required books from faculty staff to finalize the list for purchasing through the librarian. 2. Review the list of book prepared by librarian based on bookshops offers and book exhibitions in KSA and regional.
	<p><u>College Dean:</u></p> <ol style="list-style-type: none"> 1. Approved for purchasing the recommendation and required books which reviewed by head of departments. 2. Approved for purchasing the list of book prepared by librarian based on bookshops offers and book exhibitions in KSA and regional after reviewed by the head of department.

Policy Title:	Code:
Computer Upgrade Replacement	STD 6-03

Purpose:	To ensure that Al Imam COM has a policy that specifies the regulations and rules for replacement or upgrade of the college computers.
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	<ol style="list-style-type: none"> 1. The policy for PC replacement and upgrade is formulated the department of Information Technology. As a guideline the current policy is that college owned PCs are replaced on a (3-5) year revolving schedule. The variability of this schedule is driven by several factors: <ol style="list-style-type: none"> 1.1 The rate at which developments occur in new PC technology <ul style="list-style-type: none"> • In the past new processors were developed at a rate of one every 8 months
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Policy	<ul style="list-style-type: none"> • This development has slowed significantly to approximately one every 18– 24 months <p>1.2 Available financial resources for requested new and replacement computers</p> <ul style="list-style-type: none"> • This is typically where the redistribution of higher-end workstations or servers as desktop replacements takes place <p>1.3 Exceptions include New Faculty and Staff, and computers required for numerically intensive applications such as in servers and data centres.</p>
Procedure	<ol style="list-style-type: none"> 1. New PCs are ordered by computer lab supervisors or staff section heads a request must be approved by the college dean. Approval needs to be forwarded to IT- Technical Engineer to access the location and to know the configurations required. 2. When new PCs arrive they are imaged and deployed in the following priority: <ol style="list-style-type: none"> 1.1 New Faculty without original equipment 1.2 New staff joining the college 1.3 New Labs are equipped before the start of semester 1.4 Current faculty labs PC replacement 1.5 Current staff PC replacement 1.6 Administrative staff PC replacement 2. Once new PC arrives, the IT department is responsible for installing the new PC in location, join it to the domain and install the licensed required software applications: <ol style="list-style-type: none"> 2.1 Amendments include PC for planned new faculty and staff 2.2 Required upgrades due to research or other academic support requirements 2.3 Additional computers in labs based on increasing enrolment or other such driving force 2.4 New labs for approved new academic areas 2.5 Additional technology needed to support academic content area. 3. Faculty “standard” includes: <ol style="list-style-type: none"> 3.1 Current technology desktops with original brand name (high end of University standard unless other requirements such as research etc. require different) 3.2 17” Flat Panel (LCD) monitor 3.3 Full Size keyboard 3.4 Mouse 3.5 1GB RAM Memory <p>CD Room.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Employee/Student: responsible for reporting any IT concern through request or email to help Desk. 2. IT coordinator in college: responsible for communicating with hospital IT help Desk for diagnosing IT technical or Network issues related to the use.

3. Chief Information Officer: responsible for collaborating with college administration in major IT functions.

Policy Title:		Code:
Student Wi-Fi		STD 6-04

Purpose	This policy is designed to set forth provisions for Student wireless internet access in AL IMAM COM.
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Policy	<ol style="list-style-type: none"> 1. Any student utilizing the Student wireless connection should be aware of and agree to conditions of use including but not limited to the following: <ol style="list-style-type: none"> 1.1 The College assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the College's Student wireless network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused. 1.2 Student wireless access is provided as a free service on an "as is" basis with no guarantee of service. 1.3 There is no time limit for a wireless session. 1.4 Students are responsible for setting up their own device to access the Student wireless network. 1.5 Staff will not provide technical assistance and will not assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Student wireless network. 1.6 The Student wireless network provides basic data encryption between the access points and the end user device. Use of the Student wireless internet connection is undertaken at the user's own risk. It is the responsibility of the user to protect their wireless devices through use of up-to-date virus protection, personal firewall and any other suitable measures. 1.7 Wireless transmissions does present a data security risk, and we advise against using the wireless public Internet to conduct personal or business transactions such as banking where sensitive account information and other personal data could be compromised. 1.8 Students shall not use system resources to purposefully access materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.
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Policy	<p>1.9 The Student wireless network may be subject to periodic maintenance and unforeseen downtime.</p> <p>1.10 Printing access is not available via the Student wireless network.</p> <p>1.11 Any attempt to circumvent College procedures or any unauthorised attempt to access or manipulate College equipment or networks disciplinary action will be taken.</p> <p>1.12 Student can acquire wireless password from the computer lab instructor or college registration office.</p>
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Responsibilities	<ol style="list-style-type: none"> 1. Information Technology Director: Guiding the IT Department in the institution from the AL IMAM COM. 2. IT members in the college: implementation and support of the college.
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Policy Title:	Code:
Learning Resources	STD 6-05

Purpose	<ol style="list-style-type: none"> 1. This policy provides the principles for selecting and providing access to learning resources to promote and support learning process and to meet the broad informational needs of the college. 2. The college provide health learning environment that will encourage academic study and research for students and faculties according to the standard of Ministry of Education.
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Policy	The purpose is to provide guidance to Al Imam COM learning resources the acquisition and retention of relevant and quality materials. This policy supports the mission and curriculum of the college, to encourage faculty, staff, and students to use the facilities and learning resources.
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Procedure

1. Learning materials and resources selected will be consistent with the Ministry of Education rules and regulations as standard for benchmarking.
2. Selection of learning resources based on the Al Imam COM curriculum, and students' interests and abilities.
3. The acquisition and servicing of learning materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes.
4. Faculty members are expected to discuss in advance with the head of the department on anticipated needs for the next year to assist and update course specifications.
5. Head of the department is responsible for preparing annual plan for the recommended needs of learning resources as requested from teaching staff of the department.
6. Learning resources are fair, equitable, and supportive for male and female section. It may be used with an individual student, small, or large groups of students.
7. College staff is expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area.
8. College staff will be trained to ensure that they are proactive role when they used learning resources.
9. Selection of learning resources is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value.

Information Technology (IT) Services:

1. Information Technology (IT) will play a major role in learning resources provision, such as media services to provide faculty and students with a variety of technology resources and services.
2. Information Technology Services provides support and management of Smart Board and English language lab, in addition to classrooms and specialty lab. are equipped (at minimum) with a projector and Lap-top.
3. Learning materials and resources selected will be consistent with the Ministry of Education rules and regulations as standard for benchmarking.
4. Selection of learning resources based on the Al Imam COM curriculum, and students' interests and abilities.
5. The acquisition and servicing of learning materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes.
6. Faculty members are expected to discuss in advance with the head of the department on anticipated needs for the next year to assist and update course specifications.

Procedure	<ol style="list-style-type: none"> 7. Head of the department is responsible for preparing annual plan for the recommended needs of learning resources as requested from teaching staff of the department. 8. Learning resources are fair, equitable, and supportive for male and female section. It may be used with an individual student, small, or large groups of students. 9. College staff is expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area. 10. College staff will be trained to ensure that they are proactive role when they used learning resources. Selection of learning resources is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value. <p>Information Technology (IT) Services:</p> <ol style="list-style-type: none"> 1. Information Technology (IT) will play a major role in learning resources provision, such as media services to provide faculty and students with a variety of technology resources and services. 2. Information Technology Services provides support and management of Smart Board and English language lab, in addition to classrooms and specialty lab. are equipped (at minimum) with a projector and Lap-top.
Responsibilities	<p><u>The Lab supervisors (Computer lab., Simulation lab. And students' labs.)</u></p> <ol style="list-style-type: none"> 1. Participate in planning and administrative functions of learning recourses services. 2. Provide effective access to resources. 3. Maintain the organization of learning materials. 4. Provide learning services in response to the information needs of staff and students. 5. Assisting to staff and students through various mechanisms of providing information, in order to make optimum use of the resources. 6. Train staff and students to effectively use lab. learning resources. 7. Receive recommended learning material needs from program directors and communicate with proper websites and companies in Jeddah to purchase the materials. 8. Maintain records for the loan service from labs. 9. Maintain circulation files, records and statistics 10. Cooperating with others companies to provide access to resources outside the college. 11. Joining with faculty to encourage the students to use electronic resources, which improves their lifelong learning.

Responsibilities

Head of Department:

1. Revising the recommendation and required learning resources from faculty staff to finalize the list for purchasing.
2. Review the list of learning resources materials prepared by lab. Supervisor based on related companies offers in KSA and regional.
3. Follow the using of the Learning resources in the department.
4. Annually review and evaluation of service provision in the light of changing needs.
5. Annually feedback from students through course evaluation survey and satisfaction survey and suggestions boxes will be recorded and put in the consideration to improve learning process.
6. Follow with the library the provision and management of learning resources including textbooks and internet access to Saudi digital library.
7. Follow with lab supervisors for the provision and management of lab learning resources.
8. Teaching staff and students have access to resources for effective study and to resources which increase educational opportunity.
9. Ensure the learning resources services will support students' skills, knowledge and understanding and encourage long life learning.
10. Arrange training course for lab supervisors and teaching staff to ensure that they are proactive role to use learning resources.
11. Ensure learning resources environment will be safe, and healthy for staff and students.

College Dean:

1. Approved for purchasing the recommendation and required learning resources which reviewed by head of departments.
Approved for purchasing the list of learning resources prepared by lab supervisor based on related companies offers in KSA and regional.

Standard-7

Facilities and Equipment

Policy Title:		Code:
Security Plan Policy.		STD 7-01
Purpose	The objective of the Security Plan is to offer safety and security for all students, faculty, staff, visitors, and contractors, and for the property of the college.	
Policy	<p>The scope of Al Imam COM Security Plan is to provide a program that shall protect staff faculty, students, visitors and contractors from harm. A risk assessment is conducted to determine the elements of the plan.</p> <ol style="list-style-type: none"> 1. Teamwork and allocation of resources shall be maximized. 2. All college access and egress shall be controlled. 3. Security incidents/risks shall be reduced or eliminated. 4. All personnel shall have an appropriate identification. 5. Special precautions shall be taken to control sensitive areas within the college. 6. In-service orientation and continuing education of all staff and student shall be conducted. 7. Monitoring and evaluation of security incidents to identify opportunities for improved care. 8. Annual evaluation of the Security Plan, objectives of performance and effectiveness. 9. The annual evaluation of the Security Plan includes the review of the following: <ol style="list-style-type: none"> 9.1 The scope, according to the civil defense and MOH standards to evaluate the degree in which the plan meets accreditation standards. 9.2 A comparison of the expectation and actual results of the plan will be evaluated to determine if the goals and objectives were met. The overall effectiveness of the plan will be evaluated by determining the degree that expectations were met. 	
Procedure	<ol style="list-style-type: none"> 1. To provide education to staff on the elements of the Security Plan. 2. To reduce the risk of security incidents. 3. To address security concerns of students, visitors, staff, contractors and property. 	

Responsibilities

The College Dean shall:

1. Review and approve the Security Plan.
2. Review reports provided by the Safety and Facility Management Committee, and when necessary and appropriate, direct the allocation of resources or emphasis to fulfill plan requirements.

The Safety and Facility Management Committee shall:

1. Review (as needed), implement and manage the Security Plan.
2. Conduct and overview of the Security plan for new staff at the new-hire orientation sessions.
3. Responsible for the conducting and directing the Performance Improvement Activity related to the Security Plan.
4. Ensure that security rounds are conducted every six (6) months to review updated security.
5. Evaluate staff and student training activities as needs, and ensure that they receive proper training.
6. Evaluate Departmental Annual Reports.
7. Represent the College in official and non-official meetings with Governmental Departments in Jeddah.
8. Report to the Central Quality Unit and the College Dean on findings, recommendations, actions taken and results of measurements.

The Security Representative shall:

1. Report to all Emergency calls.
2. Respond and take necessary action/s in collaboration with the Security Manager.
3. Distribute Security Guards at important locations.
4. Originate, review, examine and maintain records regarding security operations.
5. Record all Security activities in the Logbook and report to the Safety and Facility Management Committee.
6. Follow up lost items. When found, report should be prepared after completing search and investigation process. Lost items to be handed over to owner(s) and completing appropriate receipt.
7. Conduct rounds to detect unauthorized entry of persons.
8. Follow and enforce all college-related policies and procedures.
9. Protect students, staff, faculty, visitor and contractor from risks.
10. Ensure that staff and student wear an appropriate college ID.

Staff shall:

1. Report immediately all any emergency cases.
2. Observe and practice all security procedures.
3. Report immediately all in secure conditions, hazards to the Director of Administration and Finance and Risk Management designee.

Policy Title:		Code:
Building's Safety Plan Policy.		STD 7-02
Purpose:	The objective of the Building Safety Plan is to control known and potential safety hazards to all students, faculty, staff and visitors in AL IMAM COM.	
Policy	The aim of AL IMAM COM Safety plan is to provide a physical environment free of hazards to students, faculty, staff and visitors, and to manage activities proactively through risk assessment to control the risk of injuries.	
Procedure	<p>Hazard identification will be an on-going process which will be carried-out through the following formal mechanisms:</p> <ol style="list-style-type: none"> 1. Immediate reporting of hazards by staff to direct supervisors. 2. Employee suggestions submitted at unit level. 3. Monthly inspections conducted by the college safety designee 4. Scheduled Environmental Rounds conducted semi-annually. 	
Responsibilities	<p><u>College Dean shall:</u></p> <ol style="list-style-type: none"> 1. Review and approve the Building Safety plan. 2. Review reports provided by the Safety and Facility Management Committee and, when necessary and appropriate, direct the allocation of resources or emphasis to fulfill plan requirements. <p><u>Safety and Facility Management Committee shall:</u></p> <ol style="list-style-type: none"> 1. Review reports provided by the Central Quality Unit designee of safety and Risk Management. 2. Report to the Dean on findings, recommendations actions taken and outcomes. <p><u>Risk Management Designee shall:</u></p> <ol style="list-style-type: none"> 1. Report hazards judged to be serious immediately to the Safety and Facility Management Committee. 2. Train new staff and orient new student on Building Safety Plan elements, workplace hazards, and emergency procedures. 3. Conduct monthly inspections of respective workplaces. If necessary, request support from the Safety and Facility Management Committee. 4. Assign the roles and duties of their staff in the event of fire or disaster as specified within department level fire evacuation plans. <p><u>Staff shall:</u></p>	

Responsibilities

1. Report immediately all unsafe conditions (hazards), injuries, or illnesses, to the college safety designee.
2. Observe and practice all needed safety procedures and the use assigned personal protective equipment.
3. Attend all required fire, hazardous materials, and electrical-related training safety sessions.

Facility and Maintenance Representatives shall:

1. Review Maintenance requests and report to the Safety and Facility Management Committee on findings, recommendations actions taken and outcomes.
2. Ensure that AL IMAM COM meets the fire detection system standard and the accessibility of fire exits.

Safety and Security Representative shall:

1. Direct a facility-wide process to collect information on opportunities for improvement, in the environment of care.
2. Ensure that “No Smoking” signs are adequate.
3. Ensure that the Civil Defense Guidelines are followed.
4. Intervene whenever conditions pose an immediate threat to life or health, or threaten damage to equipment, buildings or the environment.
5. Reports to Safety and Facility Management Committee on findings, recommendations, actions taken and outcomes.
6. Ensure that the Fire Extinguishers are periodically checked, No physical damage, sufficient pressure, Serviceable, easily visible and no obstruction.
7. Ensure that needed signs are posted as appropriate throughout AL IMAM COM to identify hazardous, fire exit, restrict cellular phones, floor level, directions and restricted areas.
8. Inspection of floor for handicap student bathrooms and ensure non-slippery floor surfaces and bars.
9. Ensure that the high-risk areas such as laboratory are fully equipped with appropriate safety equipment.
10. Visual inspection of Fire Hose Reels, cabinets, hydrants, and sprinkler system to be carried out. Make sure they are checked periodically and no visual damage noticed.
11. Visual inspection of all fire detection and alarm system, such as smoke/heat detectors, manual break glass points, fire alarm sounders and panels, to be carried out.
12. Emergency Exit paths are clear, with no obstructions on the entire route. Adequate lights and Exit lights are provided and operational. Evacuation Plans, Exit signs, Safety instructions, and assembly point signs (as per Evacuation Plan) are displayed properly throughout the college.

<p>Responsibilities</p>	<p>13. Inspect the staircases, ensure adequate lights, safety and floor level signs are posted. No damage to the steps noted. Ensure proper housekeeping has been done on the floors and surrounding areas.</p> <p>14. Proper trash container is provided with color coded bags as per the waste management guidelines.</p> <p>15. Ensure that the heating appliances are located in a safe location, far from combustible materials.</p> <p>16. Electrical outlets are adequate and are properly marked 220 or 110 volts.</p> <p>17. Improper electrical wiring, unauthorized extension cable connections to be reported to Risk Management Coordinator.</p> <p>18. Extension cord tip off hazard to be noted and reported to Risk Management Coordinator.</p> <p><u>Medical Laboratory Science Supervisor shall:</u></p> <p>1. Ensure that Chemicals and other combustible materials are not stored together.</p> <p>2. All chemicals are stored in appropriate containers and marked accordingly.</p>
<p>Responsibilities</p>	<p>3. Material Safety Data Sheets (MSDS) for all chemicals stored should be available and easily accessible.</p> <p>4. Ensure that the regulated chemical waste disposal is followed.</p> <p>5. Ensure that the stores are arranged, segregated and marked properly.</p> <p>6. Combustible materials are not stored along with non-combustible materials.</p> <p>7. Ensure that NO Storing is taking place on the Floor Area.</p> <p>8. Items should be stored on the shelves; racks are 18 inches, clearance between the last item and the ceiling, sprinkler heads & lights.</p> <p>9. Check that floors, walls and ceilings are in good condition. No cracks or holes presents.</p> <p>10. Check the curtains that are not creating any fire or life safety hazard.</p>

Policy Title:		Code:
Maintenance Policy.		STD 7-03
Purpose	<ol style="list-style-type: none"> 1. Al Imam COM aims to ensure that, so far as it is reasonably practicable, the academic built-estate is maintained in a manner that provides a safe, reliable and secure environment, which fit for purpose and complies with current legislation. 2. To provide a built-environment that is fit for purpose and which effectively supports the Al Imam COM corporate plan. 3. To ensure the Al Imam COM obtains a cost effective and professional maintenance service, which makes best use of the available funding. 4. Protect the asset value of the Al Imam COM built-estate by optimizing the life of components, consistent with their intended use. 5. To minimize the risk of unforeseen major defects, which might adversely affect the core business of Al Imam COM? 6. To establish robust planning processes, that facilitates the prioritization of maintenance programmers and enables the Al Imam COM to anticipate the future cost of maintenance expenditure. 7. To ensure that, as far as reasonably practicable, maintenance projects are coordinate with other construction works to minimize their impact. 8. To ensure that the Al Imam COM built-estate complies with relevant legislation and that all maintenance works is undertaken in a safe manner. 	
Policy	<ol style="list-style-type: none"> 1. Buildings Occupants should report defects promptly to a responsible person, or to the Maintenance Help Desk. Buildings occupants should not undertake any activity which may alter damage or disturb the fabric or services of the building, without previously obtaining written approval from the Facilities. 	
Procedure	<ol style="list-style-type: none"> 1. Al Imam COM Facilities Management includes all activities necessary to operate, maintain, and provide services for the college buildings, mechanical equipments and utilities to keep them in good operating condition. All of these services are provided to all Al Imam COM departments and units. These activities include building operational maintenance, custodial servicing, refuse removal and recycling, utilities services and distribution and other university services. 2. Basic Services includes: <ol style="list-style-type: none"> a. Repairing b. Heating c. Cooling d. Ventilation e. Building air conditioning systems. 	

	<ol style="list-style-type: none"> 3. Building HVAC systems are designed to keep room temperatures at comfortable levels throughout the year. While Facilities Management has an extensive monitoring system for building system Management, not all room space in campus buildings is monitored.. 4. Custodial services
Responsibilities	<p><u>Support services coordinator shall:</u></p> <ol style="list-style-type: none"> 1. Providing routine custodial services include cleaning public spaces, pest control, trash removal and recycling. The Building Services Department and the Building Coordinator work together to develop cleaning specifications for each building that are unique to its operating requirements. 2. Repairing electrical systems, defective lights, etc. 3. Repairing interior and exterior doors, windows, etc. 4. Repairing roofs, masonry work, plazas, etc. 5. Maintaining general classroom furniture. 6. Repairing elevators. 7. Removing solid waste, recycling, and surplus materials (except hazardous waste requiring special disposal).

Policy Title:		Code:
Assets Management		STD 7-04

Purpose	<p>To ensure the college fosters the appropriate asset management environment with respect to:</p> <ul style="list-style-type: none"> - Complying with applicable legislation, AL IMAM COM policies and procedures, sponsor and rental terms and conditions. - Maintaining appropriate systems and internal controls, including safeguarding. - Strategic planning for asset requirements, maintenance and replacement. - To monitor the use, distribution, disposal and acquisition of AL IMAM COM furniture and assets. - Effective and efficient asset utilization, including timely disposal.
	<p>The college will effectively manage and safeguard assets as follows:</p> <ol style="list-style-type: none"> 1. Assets can only be used for business and learning purposes. 2. Units must safeguard all college assets from theft, misuse, waste, abuse and loss. 3. Units will ensure the effective and efficient stewardship of college assets.

<p style="text-align: center;">Policy</p>	<ol style="list-style-type: none"> 4. Units will tag and track equipment assets that are moveable and with an acquisition value of 1000 SR or greater. 5. This includes equipment acquired through purchase, rent, or transfers and fabricated equipment. 6. Units are required to maintain the equipment asset register and perform an annual confirming of their tagged equipment assets. 7. The acceptance and/or disposal of college assets must comply with the college procedures. <p>Requesting, purchasing, and receiving of Assets & Equipment</p> <ul style="list-style-type: none"> - AL IMAM COM units leaders have to assure that requesting, purchasing and receiving of equipment are done in the most transparent, professional, cost conscious and efficient way. - The above applies also to replacement, upgrade of existing equipment, purchase of additional ones and introduction as a demo (demonstration).
<p style="text-align: center;">Procedure</p>	<ol style="list-style-type: none"> 1. The Department Head writes a requesting order and detailing the justification of the equipment. 2. Using Purchase request form. 3. If the request involves replacement of existing equipment, the purchasing request must have attached with it a report form from with Job Maintenance number describing the condition of the existing equipment to be replaced. 4. Submit the requesting order to the Director of Administrative and Finance of the college. 5. Obtaining final approval by the Dean. 6. Receiving the asset by end user. <p>Assets Inventory</p> <ol style="list-style-type: none"> 1. Inventory control is the responsibility of the Support Services Officer. 2. Acquisition and disposal of furniture/assets shall be determined by the Support Services Officer and submitted to the Chief Logistics Officer for final decision. 3. Each staff is responsible for maintaining all furniture and assets in good condition. 4. Staff will be liable for the full cost of replacement if college furniture is damaged due to their actions or the damage is not due to normal wear and tear. 5. Normal wear and tear is determined by the age of the furniture, its purpose and the amount of damage which can be reasonably expected for the item. 6. Rips, burns and stains caused by liquids are not covered by normal wear and tear.

Responsibilities

Director of Administration and Finance will ensure:

- The implementation of the college Asset Management Policy.
- Coordinate with DSFH internal audit department.
- Dean and Unit Directors are responsible for acquisition planning, procurement and ongoing effective and efficient stewardship of assets, including safeguarding, utilization, maintenance and disposal.



Standard-8

Finance planning and Management

Policy Title:		Code:
Budget Preparation		STD 8-01
Purpose	<ol style="list-style-type: none"> 1. To ensure a sound financial platform for the continued operation of AL IMAM COM. 2. To ensure appropriate equitable allocation and distribution of available financial resources to organizational units based on Strategic planning and Quality Priorities. 3. To establish direct link between the planning and financing processes of AL IMAM COM. 	
Policy	<ol style="list-style-type: none"> 1. Al Imam University requires AL IMAM COM administration to prepare, publish and operate the College based on agreed upon and approved annual budget. 2. The Director of Administration and Finance in conjunction with the Dean and Organizational unit leaders will be responsible for preparing, agreeing, operating and reporting against the approved annual budgets. 3. Annual budgets will be prepared with the input from all organizational units. 4. All organizational unit leaders will assist in the preparation by projecting their unit's needs to help meet organizational goals and will operate their units according to the approved annual budgets. 5. All Organizational units will be responsible for their Unit's performance and compliance to the approved AL IMAM COM annual budget. 6. Chief Financial Officer will formally monitor and on compliance with the approved annual budget. 7. Aggregated and correlated budget data are considered confidential and will have limited access. 8. The preparation and reporting of the annual Budget will comply with the guidelines as directed herein. 	

<p>Procedure</p>	<ol style="list-style-type: none"> 1. The Director of Administration and Finance will circulate the forms to all organizational units through the Dean on the last week of August every year. 2. Organizational Unit Leaders will complete the budget preparation forms and will return them to the Director of Administration and Finance by the second week of October. 3. The Director of Administration and Finance will coordinate with all department directors as necessary to fully complete the departmental budget forms. 4. The Director of Administration and Finance will schedule necessary meetings with the Department Directors, to discuss the submitted forms. This stage will be completed <u>by middle of November.</u> 5. The Finance Unit Manager will prepare the AL IMAM COM's Annual Budget proposal in conjunction with the Dean, encompassing the inputs from the organizational units. 6. The Director of Administration and Finance and the Dean will submit the budget proposal to the College Board for approval to be raised to the university for due action.
<p>Responsibilities</p>	<p><u>The Director of Administration and Finance:</u></p> <ul style="list-style-type: none"> - Will circulate the forms to all organizational units through the Dean - Conduct meetings as necessary in conjunction with the Dean. <p><u>The Finance Unit Manager:</u></p> <ul style="list-style-type: none"> - Prepare annual budget proposal in conjunction with the Dean. <p><u>The Dean:</u></p> <ul style="list-style-type: none"> - Will submit the proposal to the university for approval.

Standard-9

Faculty and Staff Employment Process

Policy Title:		Code:
Employee Reward and Recognition Policy.		STD 9-01
Purpose	The purpose of employee rewards and recognition policy is to attract, retain and motivate the staff morale and quality of performance.	
Policy	<ol style="list-style-type: none">1. AL IMAM COM supports and acknowledges the special achievements by employee or team that enhance institutional goals and objectives through structured reward and recognition procedures.2. Academic, administrative and support services staffs are eligible for nomination for both reward and recognition every semester.3. An employee has the right to nominate and send his/her papers to his director.4. Recognition committee is responsible to set the criteria for selection, based on the received nomination and will evaluate candidates, evidences, and make final recommendation to upper management on rewards.5. HR department will coordinate the process through recognition committee.	
Procedure	<ol style="list-style-type: none">1. At the end of each semester, HR officer will announce college-wide for the nominations.2. Department director/direct supervisor/employee can make nominations by completing the “Employee reward/recognition nomination form/and forward this to the HR department.3. Recognition Committee will review and evaluate each nominee’s information and levels of excellence.4. Recognition team will select the eligible candidates from the nomination for rewards or recognition by completing the “Employee reward/recognition approval form”.5. The selected staff names will be sent to the College Board for final approval of reward/ recognition.6. Once approval received, to be sent back to HR for implementation/ processing if it will include monetary rewards.7. The name and photograph of the selected staff members will be announced through intra-mail and published through AL IMAM COM notice board by the Public Relation Department.	

Responsibilities	<u>Human resource department:</u> Announce for staff reward and recognition every semester and facilitate the process, and ensure availability of certificates in rewarded employee's files. Also, processing of approved rewards.
	<u>Employee/Department Director:</u> Nomination of employee for reward and recognition.
	<u>Recognition committee:</u> Evaluate the nominations and select best candidates for rewards.
	<u>Public Relation staff:</u> Announce the rewarded staff through intra-mail and recognition board.

Policy Title:		Code:
Disciplinary Policy.		STD 9-02

Purpose	To ensure standards are in place that reach organizational expectations for staff conduct.
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Policy	<ol style="list-style-type: none"> 1. AL IMAM COM Employees and sponsored expatriate dependents must adhere to the laws, customs and traditions of the Kingdom of Saudi Arabia as well as the rules, regulations, and administrative policies and procedures established by the College. 2. AL IMAM COM holds Department Director/ Head of Department responsible for ensuring the rules and regulations of the Kingdom of Saudi Arabia as well as the rules and regulations of the College are implemented, and that disciplinary action is initiated as and when required based on violations. 3. AL IMAM COM has an established Code of Conduct that applies to and must be followed by all employees. 4. AL IMAM COM will implement Saudi Labor Law penalties as well as Internal Work rules penalties for disciplinary offences and violations of conduct.
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	Code of Conduct: <ol style="list-style-type: none"> 1. AL IMAM COM has established guidelines for Employee and Eligible Dependents within the Code of Conduct 2. Violation of the Code of Conduct is considered a disciplinary offence, which constitutes cause for disciplinary action, which could result in incremental disciplinary action leading to termination of services.
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Procedure

3. In addition to violation of the Code of Conduct, there are other violations which may also constitute cause for disciplinary action and which could eventually, following incremental disciplinary action, also result in termination from duty including:
- a. Insubordination.
 - b. Inefficient, careless and unacceptable performance of assigned duties.
 - c. Intentional slowdown and/or disruption of productivity.
 - d. Sleeping on duty, tardiness, lateness or absenteeism.
 - e. Abusive behavior or disrespectful actions.
 - f. Unauthorized use of the College facilities.
 - g. Abuse of the College benefits or privileges.
 - h. Any action, which, in the judgment of the Direct Report, would result in adverse consequences for the College or the welfare of a student or another employee.
 - i. Careless or malicious damage to the College facilities or equipment.
 - j. Unauthorized absence from duty.
 - k. Bringing children to the workplace during duty hours.
4. Action may be taken against an employee in the event he/she committed any of the above disciplinary offenses.

Disciplinary process :

- 1. The Direct Reporter is responsible for ensuring that minor violation and offences are investigated in a fair and equitable manner including Code of Conduct Offences and offences in the list in 4.1 above.
- 2. Investigation of violations must commence within 30 days of the violation being discovered as per Labor Law.
- 3. The Direct Report will discuss the issue with the accused staff member.
- 4. The accused staff member will be given the chance to present his/her defense during the hearing.
- 4. The table of Work Regulations is provided as guide to penalties that may be applied based on the Offence.

Procedure

6. The Direct Report will complete a Disciplinary Action form including the following information:
- 6.1 Date form is completed.
 - 6.2 Staff Name.
 - 6.3 Staff ID.
 - 6.4 The nature of the offence (what the employee did that was considered wrong).
 - 6.5 The date the Offence Occurred.
 - 6.6 The Number of the Violation as per the violation table.
 - 6.7 Whether or not the issue is covered by policy.
 - 6.8 Whether or not the employee has received policy orientation.

Procedure	6.9 A description of the Offence. 6.10 Expected corrective action and performance expectations. 6.11 Signature of employee. 6.12 Signature of Direct Report. 6.13 Witness signature if employee chooses not to sign.
Responsibilities	<u>Disciplinary committee:</u> Discuss the cases as referred by the Department Directors or the College Dean, and recommend actions based on AL IMAM COM regulations and send to AL IMAM COM Dean for approval.

Policy Title:	Code:
Orientation of new Staff Policy.	EMP-03

Purpose	<ol style="list-style-type: none"> 1. To introduce the new staff to the team of employees in AL IMAM COM and to orient him or her to the working system. 2. To provide all work related information required by the new staff. 3. To assist the staff in understanding institutional mission, values, and culture to encourage their commitment to the institution.
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Policy	<ol style="list-style-type: none"> 1- Each new staff has to be oriented to AL IMAM COM system to develop adjustment to the institution. 2- The new staff is given a probation period of 90 days, which starts from the first day of employment. 3- The orientation period shall provide the opportunity to: <ol style="list-style-type: none"> 3.1 Orient the employee to the job 3.2 Assess the employee's job performance relative to the job requirements. 3.3 Evaluate the employee's overall compatibility with the departmental/institutional mission and goals. 4. The new employee must attend New Employee Orientation conducted by AL IMAM COM no later than 30 calendar days after the first day of employment.
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Procedure	<ol style="list-style-type: none"> 1. When a new staff member arrives at AL IMAM COM he or she needs to report to the college HR department. 2. Introduce the staff to the concerned department head by the HR officer. 3. The new staff will be given a copy of employee handbook by HR officer.
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Procedure	<ol style="list-style-type: none"> 4. He/she will receive the job description to get well oriented to the duties and responsibilities by HR officer. 5. HR officer has to arrange for AL IMAM COM-General Orientation for the new employee and insure employee finishes general and departmental orientations on time. 6. In case of teaching staff, Head of department has to assign the employee with a preceptor or mentor for a period of 1 week during which the preceptor and new employee will complete the orientation checklist and submit to the Human resource officer. 7. In case of administrative staff it is the responsibility of the Department Director to provide a job specific orientation to the employee and submit the documents to HR officer on time. 8. Arrange for a tour in the section and introduce him/her to different department personnel by the department director or by the assigned preceptor. 9. New employee will be under probation for the first 3 months (90) days of recruitment, at the end of this period the direct supervisor makes an evaluation on the performance of the new employee.
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Responsibilities	<p><u>HR officer:</u></p> <ol style="list-style-type: none"> 1. Introduce the staff to the concerned department head. 2. New staff will be given a copy of employee handbook by HR officer. 3. Provide the job description and other documents. 4. Schedule the new employee for a formal orientation program <p><u>Department head/ Director:</u></p> <ol style="list-style-type: none"> 1. Assign a preceptor or mentor with new employee. 2. Conduct probation evaluation.
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Policy Title:	Code:
Grievance Policy for Staff	STD 9-04

Purpose:	<ol style="list-style-type: none"> 1. To resolve individual grievances raised by staff. 2. To provide means by which individual grievances can be settled as quickly as possible. 3. To ensure that AL IMAM COM policy for zero tolerance of discrimination act is in place.
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<p>Policy</p>	<ol style="list-style-type: none"> 1. It is the policy of AL IMAM COM to provide its employees with a fair and efficient process to present and resolve grievances arising out of the employment relationship. 2. <u>An employee can file a grievance, through the Grievance Form, to the Human Resources Department in case:</u> <ol style="list-style-type: none"> 1.1 A disciplinary action was taken against him/her but not investigated by the HR Department. 1.2 He/she believes that he/she was subjected to a discrimination act. 3. An employee should normally raise a grievance within a maximum of 30 calendar days of the occurrence, as per labor law regulation.
<p>Procedure</p>	<ol style="list-style-type: none"> 1. The employee will get the grievance form from the Human Resources (HR) 2. The employee will fill the grievance form and submit it to the HR within 30 calendar days of the occurrence. <ol style="list-style-type: none"> 2.1 HR officer will investigate the grievance with the concerned employee and other involved entities, if applicable. 2.2 HR officer will prepare a detailed report on each filed grievance, with the results of the investigation carried out by HR and the subsequent recommendations and submit to Dean. 2.3 The final decision regarding each grievance case will be taken by the Dean, as per Saudi Labor Law. 3. HR officer will contact the employee to inform him/her of the final decision. <ol style="list-style-type: none"> 3.1 In case the employee accepts the final decision, the grievance will be considered as resolved and closed. 3.2 In case the employee will not accept the final decision, the grievance will be considered as not resolved. Then AL IMAM COM Dean will refer the grievance form and investigation report to the University. 4. A copy of the final Grievance Report will be sent to the Quality Department. 5. A copy of the Grievance Report will be attached with each action and will be documented in his/her personnel file.
<p>Responsibilities</p>	<p><u>HR Department:</u> Investigate the employee's grievance and submit the report to the AL IMAM COM Dean.</p> <p><u>AL IMAM COM Dean:</u> Review and approve the investigation report. If needed refer the issue to the university for final decision.</p>

Policy Title:		Code:
Leave		STD 9-05
Purpose:	<ol style="list-style-type: none"> 1. To define Al Imam COM staff rights and responsibilities related to their leaves. 2. To ensure that Al Imam COM leaves system complies with Saudi labor law and MOE legal requirements. 3. To regulate the procedures associated with leave application. 	
Policy	<ol style="list-style-type: none"> 1. Al Imam COM grants employees annual leave as per the terms of their contractual agreement. Professional employees hired on a permanent contract will be entitled to 30 calendar day's annual leave accrued at the rate of 2.5 days per month. 2. Non-managerial and operational employees will be granted at least 21 calendar days leave annually with full payment for the first 5 years of service and 30 calendar days of leave per year with full payment thereafter. This is calculated at the rate of 1.75 days per month for the first 5 years and 2.5 days per month thereafter. 3. Employees are not permitted to request vacation in excess of their accrued balance. Any vacation required in excess of accrued balance will be considered unpaid and approval will be subject to the restrictions mentioned in the section on unpaid leave below. 4. Temporary employees, part-time employees are not eligible for annual leaves or any other type of leave. 5. Employees are not granted any leave during their probationary period, with the exception of leaves to cover justified emergency situations. Such leaves will be considered as either compassionate leave or unpaid leave based on the reason for the leave being granted. 6. Employees are not granted leave during the notice period. 7. Employees are not allowed to work for a third party during their vacation as per Saudi Labor Law. 8. It is permissible to combine leave types depending on operational requirements. 9. Employees can split vacation entitlement into short period breaks provided they do not exceed their accrued leave balance and provided operational requirements are not compromised as a result. Al Imam COM will only support the cost of tickets and exit re-entry visas as per contract. 10. Employees are granted one return trip ticket to point of origin annually. This includes the mobilization ticket and the repatriation ticket. 	

Policy

11. If an employee renews contract, he/she will be eligible for a return trip ticket to point of origin based on contractual agreement. This ticket will be issued no earlier than the 10th month of any contract.
12. Employees are not eligible for both a round trip ticket and repatriation ticket if they decide not to renew contract. The round trip vacation ticket is issued only to those employees intending to renew contract.
13. Weekends just preceding requested annual leaves and holidays are not counted as leave days.
14. Weekends or days-off falling at the end of a vacation period or in the middle of a vacation period are counted as leave days. However, in the case of an employee taking a short break of 3 days' vacation or less before a weekend the weekend/days off will not be deducted from the leave balance.
15. Employees must return to work as scheduled and resume duties as indicated on their approved vacation leave application.
16. If an employee fails to report back to work on the first working day after a weekend that was preceded by a short approved leave then that weekend will be detected by the attendance system as unauthorized absence and will be treated as such.
17. Employees will be terminated if they are absent from duty without authorization for more than 30 non-consecutive days, or for more than 15 consecutive days in a contractual year.
18. Leaves should generally be utilized in the year they fall due. However, they may be deferred for up to 90 days for operational reasons at the request of the Organizational Unit Leader.
19. Leaves cannot be compensated with cash in lieu.
20. Employees are not permitted to accrue more than 60 days of annual leave. Once the balance reaches 60 days staff must take leave or risk forfeiting any further accrual.
21. The College will compensate terminated employees financially for any unused vacation at the time of his/her termination as per labor law.
22. As far as possible public holidays should be utilized at the time they fall due.
23. Public Holidays are set as off by default in the system and staff should only work during public holidays if there is a justified operational need to do so and based on the approval of the Dean.
24. Tickets may be encashed at the rate of 50% of the ticket value at the end of the contractual year in which the ticket was due.
25. Priorities and exceptions concerning scheduling and carrying leaves forward to a new contract will be considered for employees who work single-handed at times (e.g. specialties with only one staff having privileges for) in order to cover colleagues, or to maintain safe and effective workflow in their unit.

Policy

26. Leaves should be pre-planned to ensure the operational needs of the service are covered. It is the responsibility of Direct Reports to ensure a provisional annual leave plan is prepared by December 31st of each year plotting the proposed vacations of each employee within the unit for the following year.
27. Direct Reports are responsible for approving vacation scheduling in their Units and for resolving scheduling conflicts and they have the ultimate responsibility and obligation to ensure that granting leaves does not affect work flow and work progress and that proper handover between the staff going on leave and those staying is done.
28. It remains the ultimate responsibility of Direct Reports to ensure continuity of work flow at any point in time and to ensure more employees are not approved leave at the same time than the service can support.
29. Expatriate female staff on an unaccompanied contract that fall pregnant in the first 2 years of employment will be repatriated at 6 months of pregnancy unless they have justified exception from their Direct Report. Expatriate female employees on an accompanied status contract who are found to be pregnant on mobilization will be managed on a case by case basis but any leave granted for confinement will be unpaid.
30. Leaves for pregnancy-related disorders for staff are based on sick leave guidelines. Leaves for pregnancy-related disorders for staff that are given maternity leave by exception (unaccompanied status staff) will be classed as annual leaves or as unpaid leaves if the annual leave balance is zero.
31. Approved planned leaves will commence on the first working day following the last day of duty.
32. The Executive Director of Human Resources (HR) may approve unpaid leave of up three months duration based on individual circumstances. No end of service benefits is accrued during unpaid leave.
33. The College may recall employees before the end of the scheduled vacation if there is an operational need to do so. Unused vacation days resulting from the recall will be returned to the staff members balance to be used later or deferred until the following year. The College will reimburse employees for reasonable expenses incurred by the early recall on production of receipts .
34. Voluntary early return by the employee without prior approval of the Direct Report will not be compensated (i.e. unused leave days will not be returned to the employees annual leave balance).
35. Employees who are granted leave for the purpose of gaining additional skills on the account of the college are expected to complete a minimum of two years of service with Al Imam COM after the training is completed.

Policy	<p>36. Staff who leave prior to the completion of two years will be deducted a prorated amount for the total cost of the leave days, tickets, per diem and any costs incurred by Al Imam COM for the training program.</p> <p>37. Unpaid leave will only be granted with solid justification. It is the responsibility of the Direct Report to make sure unpaid leave requests are justified and no such requests should reach HR if there is not strong justification for the leave. It is the responsibility of the Direct Report to explain the policy to the employee and accept responsibility for rejecting the unpaid vacation request if not justified.</p>
Procedure	<p>Leave Request Process:</p> <ol style="list-style-type: none"> 1. Before any international leaves with the ticket on Al Imam COM account are approved, the staff must make a ticket booking with the staff travel agent. 2. The booking will be made within an agreed price range so early booking for popular destinations and during peak seasons are essential to prevent disappointment. 3. Staff Travel sends a copy of the booking to the Al Imam COM HR Officer, who will send it to the Compensation and Benefits Officer who will check the price of the ticket and will request changes in departure and return dates or another airline to see if a better price can be arranged if the price is high. 4. Once the ticket has been approved, Staff Travel will send the confirmation to the Compensation and Benefits Officer and will issue a copy of the confirmation to the staff member. 5. If a flight cannot be found with a price within the accepted range the staff member will be required to pay the difference if they have not followed the booking time frames. 6. Al Imam COM HR Officer will find the cheapest route. If an employee chooses not to use the route selected but opts for a more expensive route, he/she will pay the ticket difference even if booking time frames were followed. 7. The concerned employee will complete a leave request via the Oracle System. 8. The flight confirmation must be uploaded with the leave form. 9. If the staff member requires a reliever for his/her positions, the person who has accepted this responsibility must be named and must give approval via Oracle. 10. The Leave request must be approved as per the Hierarchal set up in the Oracle system. 11. It is the responsibility of the HR Officer to ensure the leave request is processed accordingly. 12. It is the responsibility of the Government Relations Office to ensure that the exit re-entry visa is obtained before the start of the planned vacation. 13. Leave requests must be submitted:

Procedure

13.1 Six weeks from the leave start for leaves that Involve provision of ticket, or provision of advanced vacation payment

13.2 One week from leave start if leave is equal to or shorter than 5 working days vacation.

14. Staff should check exit re-entry visa availability 3 working days before the planned travel date through a request to Government Relations email.

Official Holidays:

- 1.** Official Holiday dates are announced by Human Resources Unit via AL IMAM COM wide-General Distribution Memo.
- 2.** Official Holidays are established by default in the scheduling system as days off and all employees should take the Official Holidays when they fall due unless there is a strong operational justification to work and upon the request of the Dean.
- 3.** It is the responsibility of the Dean to ensure proper workflow is maintained during Official Holidays and to schedule selected employees to work on Official Holidays.
- 4.** Staff who are required to work during Eid will request overtime payment for the days at the time the holiday is worked.
- 5.** Staff may be compensated financially for unused public holidays. In order to be eligible for payment staff should complete an HR compensation form, signed by the Direct Report and should attach a copy of the hand punch report for the period and present the form to Compensation and Benefits Office.
- 6.** Please note, compensation will not be granted unless the hand punch data corresponds with the request. The employee must submit the hand punch data with the request.

Business Leave For Work-Related Matters:

- 1.** Business leave may be granted to cover absences for work outside the College.
- 2.** Approval from the College Dean for the leave must be forwarded to HR Executive Director and the Unit Manager of Compensation and Benefits.
- 3.** An employee requiring business leave must complete an Oracle leave request.
- 4.** Exit re-entry requirements must be indicated on the request.
- 5.** The number of leave days requested must coincide with the dates of the business requirement and should include a reasonable amount of time for travelling to the point of business.
- 6.** The request should be submitted at least 14 days in advance of planned travel.
- 7.** It is the concerned employees' responsibility to request any visas for third countries.

Procedure

8. Employee Relations Office staff will issue a letter of guarantee of employment to the staff member to assist in visa application upon request from the staff member. This will not happen automatically.
9. Employees receiving a visa stamp from a third country may submit the form to finance for financial reimbursement.
10. Employees may not claim reimbursement for a visa, which is already stamped in the employee passport.
11. Staff should check exit re-entry visa availability 3 working days before the planned travel date through the Government Relations email.

Business Leaves for Training and Acquiring Additional Skills:

1. Business leave granted for the purpose of training or gaining additional skills, whether involving a contract with a second party or not, requires the approval of the College Dean for any costs associated with the leave including the number of days leave to be approved.
2. The Dean may approve for leave days only or leave days plus some or all of the costs. His decision is final and binding.
3. In order to have business leave processed, the employee must take the approval signature of his/her Direct Report on the course program, course details or letter of invitation and submit the same to the Academic and Training Affairs Unit.
4. Approval of the Direct Report infers the following:
 - 4.1 No disciplinary action has been taken against the employee in the past 12 months.
 - 4.2 No valid OVR has been raised against the employee in the past 12 months.
 - 4.3 The employee has not been granted such leave in the past 2 years.
 - 4.4 There is evidence of attendance at > 80% of the staff departmental meetings and activities.
5. When AL IMAM COM has a contract with a second party that involves an offsite training component for AL IMAM COM employees, the terms of the contractual agreement will apply regarding responsibility for ticketing, accommodation/per diem and visa costs.
6. AL IMAM COM will only bear responsibility for approval of leave days and those costs assigned to the responsibility AL IMAM COM as set out in the contractual agreement when a Second Party contract is involved plus a modified per diem payment.
7. The HR Officer will provide the employee with a Certificate of Employment to assist in Visa Applications for any relevant Embassies/Consulates. All other arrangements must be made between the employee and the company. It is the employee responsibility to take all remuneration from the company, including the cost of the exit and reentry visa, which will be issued by AL IMAM COM and the cost will be deducted from the employee salary.

Procedure

8. The Executive Director for Human Resources will return the electronic business leave request to the originator if the approval documentation is not attached.
9. Staff should check exit re-entry visa availability 3 days before the planned travel date though the Government Relations email.
10. Employees returning from business leave for the purpose of training or gaining additional skills must submit proof of attendance at the training course or conference to Academic and Training Affairs Unit as well as to HR Compensation and Benefits.
11. Failure to provide evidence of attendance will result in all the associated costs of the leave being deducted from the account of the staff member and the leave days utilized being deducted from the staff leave balance.
12. HR Compensation and Benefits Officer will check the leave history of employees who are out-processing and will deduct the prorated costs of the course for any employee who has not completed two years following paid business leave for the purpose of training or gaining additional skills.

Scientific leave:

1. Faculty teaching members are eligible for paid scientific leave that does not exceed 7 days in a contractual year. This leave will be granted annually to faculty staff members. This leave cannot be carried forward into a new contract year.
2. Eligible faculty teaching members must complete a leave application via Oracle, which should be approved by the Dean.

Compassionate Leave:

1. Employees are eligible for 5 days paid compassionate leave and up to 15 days unpaid leave with the approval of the Direct Report following the death of an immediate family member.
2. Non-Muslim female employees are entitled to 15 days paid compassionate leave following the death of their spouse. Muslim female employees are entitled to 4 months and 10 days paid vacation in the event of death of spouse.
3. AL IMAM COM will pay the cost of a ticket to point of hire and exit re-entry visa costs for any internationally hired staff member under AL IMAM COM sponsorship wishing to travel following the death of a spouse, parent or child.
4. The cost of the ticket cannot be encashed nor can staff be paid the cost of a ticket if a family member dies while the employee is already at home on annual vacation.
5. In addition, AL IMAM COM will pay 1500 SR to staff members holding Grades 1-3 to assist them in defraying the costs of the compassionate leave in the event of the death of spouse, parents or child.

Procedure

6. In the event of the death of spouse, parents or child the concerned employee should call their Direct Report to initiate the process of leaving the country.
7. The Leave will be requested via the Oracle System.
8. For Internationally hired staff wishing to travel exit re-entry visas can be obtained on line 7 days per week through Government Relations. The Direct Report should contact one of the HR Officer to request the exit re-entry visa.
9. The Government Relations Officer will request, print and stamp the exit re-entry visa and issue it to the employee together with the passport.
10. Staff must submit their iqama to Government Relations to receive their passport. Tickets can be obtained through staff travel during working hours. Out of hours staff may purchase their own ticket and be reimbursed following vacation subject to the cost limitations that apply to annual leave tickets. Staff needs to submit the ticket receipt and the boarding cards to Compensation and Benefits staff on return from leave in order to be reimbursed.
11. On return from compassionate leave employees must submit a copy of the certified death certificate to HR. Failure to provide a copy of the death certificate will result in the leave days, the cost of the ticket and the cash allowance being deducted from the employee's salary.

Maternity Leave:

1. Unaccompanied status expatriate females must sign a disclaimer during their induction in HR acknowledging they have been informed they will be repatriated at 6 months gestation if they fall pregnant during the first 2 years of contract.
2. Exception to this may be given at the discretion of the Direct Report based on a staff performance evaluation and operational requirements.
3. Saudi female employees and female employees with accompanied status contracts are entitled to maternity leave of 70 days duration. Payment for the leave will be in accordance with Saudi Labor Law.
4. Unaccompanied status expatriate female staff who have completed two years of service before the pregnancy occurs will be permitted time off for confinement purposes of up to 70 days duration. This leave will be unpaid.
5. Maternity Leave is requested and approved as annual leave above.
6. It is illegal to recall an employee during the six weeks immediately following her delivery. A female employee may not be terminated during maternity leave nor can she be issued a warning for termination.
7. Dedicated time for breastfeeding:
 - 7.1 When a female employee returns to work following her maternity leave she is entitled to a rest period of not more than one hour per day to nurse her newborn child, in addition to the rest periods granted to all employees. The

Procedure	<p style="text-align: center;">breastfeeding hour is calculated as part of the actual working hours and shall not entail any reduction in wages.</p> <p style="text-align: center;">7.2 The breastfeeding hour is only granted to females who are actually breastfeeding. Approval for the breastfeeding hour to continue must be obtained on a quarterly basis from staff clinic and must be submitted by the concerned female staff to HR Unit for filing in the Personnel File.</p> <p>Paternity Leave: Paternity leave of 3 days is approved following the birth of a child. A completed and approved leave request form must be submitted to HR Unit when Paternity Leave is taken.</p> <p>Marriage Leave:</p> <ol style="list-style-type: none"> 1. 5 days marriage leave is granted to AL IMAM COM employees on the occasion of their marriage. 2. A completed and approved Oracle leave request is required and a copy of the marriage certificate must be attached. <p>Examination Leave:</p> <ol style="list-style-type: none"> 1. This leave is granted to Saudi Employees enrolled in graduate or postgraduate academic training programs in Saudi Arabia. The employee must inform the organization in advance that they have enrolled on the program to be eligible for examination leave. 2. A completed and approved Oracle leave request must be submitted no later than 4 weeks before the scheduled examinations. 3. Examination Leave requires the approval of the Direct Report. 4. A copy of the examination schedule must be attached to the leave request and evidence that the exam is being taken in an unrepeatable year. 5. Leave will only be granted for the period covered by the examination timetable and does not include time off for study or revision. <p>Unpaid Leave:</p> <ol style="list-style-type: none"> 1. Unpaid leave may be used to cover absences for issues that are unpredictable and that occur without the prior warning required to make adequate plans for absence from the annual leave entitlement. 2. Approval requires strong justification and unpaid leave will only be granted when all other leave entitlements have been used up. 3. There are circumstances in which unpaid leave may be automatically granted if requested, for example: <ol style="list-style-type: none"> 3.1 For confinement purposes for unaccompanied status staff.
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Procedure

- 3.2 In the event of death of an immediate family member.
 - 3.3 For Employees without a Full Time Contract.
 4. There are also circumstances that would constitute strong justification if the employee has no leave balance, for example:
 - 4.1 Civil unrest in home country.
 - 4.2 If family member or property is in danger.
 - 4.3 Life or limb threatening condition involving an immediate family member
 - 4.4 Court cases that need the employee presence.
 - 4.5 Government issues that need the employee presence.
 - 4.6 Examination leave for a repeated year.
 5. The above are examples; there may be other cases where unpaid leave is justified and it is the responsibility of the employee to submit evidence to support the justification for the request to enable a fair decision to be made.
 6. Unpaid leave cannot be supported to retrospectively cover unauthorized absence from duty.
 7. The Direct Report should decide if the justification is adequate before submitting the request to the Executive Director for HR for ratification.
 8. The Executive Director for HR will only ratify unpaid leave if the justification is adequate. The request will be returned to the Direct Report if the reason for the request is inconclusive.
 9. Unpaid leave is treated as a planned absence.
 10. It should be requested as per annual leave .
 11. Unpaid leave should not exceed 3 months in any contract year.

Delayed Return From Vacation:

1. Employees who will be delayed must notify their OUL immediately. Notification must include reasons for delay and expected return date. Failure to do so will result in staff being considered absent without authorization from the first day they do not return to duty following a scheduled vacation.
2. On return to duty delayed employees are required to provide to their OUL supporting documents justifying the delay.
3. Employees that do not return to work after the end approved leave and that fail to present evidence of justifiable reasons for the delay (e.g. hospitalization, cancelled flight, airline strike, public riot or curfew in country of origin) will be liable to disciplinary action including possible termination of services, depending upon the circumstances of each case. Each day of delay without justifiable causes will be considered as two days of leave without pay.
4. Each day of delay with justifiable causes will be considered as one day of leave without pay.

Procedure

Absence without leave:

1. Employees must notify their OUL or Direct Report immediately if they are unable to report to work for any reason. Notification is required prior to the employees scheduled start time. If no notification is received prior to the start of duty time the staff member will be considered absent without authorization.
2. The Direct Report must notify HR Officer of the unauthorized absence on the day the absence occurs or the first working day thereafter using a lateness and absenteeism form which must be signed by the Direct Report and forwarded to the HR Customer Services Officer.
3. Lateness and absenteeism notification (by E-mail) must be sent to HR Officer if employees are absent for either the whole day or part of the day.
4. Customer Services Officer will stamp receipt and enter it in the logbook and forward the form to the Compensation and Benefits Officer.
5. An employee is expected to remain present and functioning as scheduled during work hours. If an employee needs to leave his/her assigned work area for any reason he/she must notify his/her Direct Report prior to leaving the area. Failure to gain pre-approval before leaving the work site will result in the employee being classed as absent without authorization.
6. The Direct Report must notify HR Unit of the absence from the work site on the day the absence occurs or the first working day thereafter using a lateness and absenteeism form which must be signed by the Direct Report and forwarded to the HR Customer Services Officer.
7. Please note, staff will be deducted for absences as and when the lateness and absenteeism form is received by Compensation and Benefits Officer. It is the responsibility of the Direct Report to ensure forms are submitted in a timely manner to prevent late deductions or excessive amounts of deduction.
8. Any staff member who has questions-related to late or excessive deductions due to late notification to HR will be sent back to the Direct Report for explanation.
9. A warning letter from HR Unit will be issued to an employee after 10 days of consecutive absence without leave in a contract year, and after 15 days of non-consecutive absence. A dismissal letter will be issued to an employee after 15 days of consecutive absence without leave in a contract year, and after 30 days of non-consecutive absence.
10. Staff may be subject to disciplinary action at any time if absence from the assigned area of duty disrupts the workflow and affects the operational efficiency and integrity of the area. This should be initiated by the Direct Report as per the Disciplinary Policy.

Return From Vacation:

1. All staff must complete a return from vacation via Oracle within 3 days of return.

<p>Procedure</p>	<p>2. Failure to comply will result in delays to salary payment.</p> <p>Leave Cancellation:</p> <ol style="list-style-type: none"> 1. Employees may cancel vacation plans with the approval of or at the request of the Direct Report via the Oracle system. 2. Failure to cancel leaves appropriately may result in staff being charged for the unused exit/re-entry visa.
<p>Responsibilities</p>	<p><u>Employee:</u> To get the prior approval from the Head of Department/ Department Director and to fill the leave forms in Oracle System then submit it to the HR and Dean for approval.</p> <p><u>Department Director:</u> To give the prior approval for their staff before submitting the leave request to the HR and Dean through Oracle System.</p> <p><u>HR Officer:</u> To review the staff leave request and give the first approval then forward it to the Dean through Oracle for final approval.</p> <p><u>AL IMAM COM Dean:</u> To review and Approve the leave.</p>



Policy Title:		Code:
Resignation and Termination		STD 9-06
Statement of the Purpose	To establish guidelines for the termination and resignation processes in compliance with Saudi Labor Law	
Policy	<p>College shall terminate an employee’s employment contract with prejudice, without warning or termination benefits, from the date of committing any of the following reasons:</p> <ol style="list-style-type: none"> 1. If an employee commits a violation of Saudi Labor Workmen’s Law and MOE regulations: <ul style="list-style-type: none"> • Absent with no valid reason for more than 20 non-consecutive days/year or 10 consecutive days (warning letter after 10 days in the 1st case, and 5 days in the 2nd). • Delay one day after the return from vacation approved date without any justifiable reason. 2. If an employee commits a violation of the College and/or Kingdom laws and rules: <ul style="list-style-type: none"> • If an employee discovered to be consuming alcohol and/or drugs at the worksite • If an employee commits any act of negligence, bad conduct, or breach of confidentiality agreement. <p><u>College may terminate an employee’s employment contract without prejudice:</u></p> <ol style="list-style-type: none"> 1. Resignation: When an employee resigns from his/her present position, he/she shall be required to comply with the notice-period requirement as per his/her contractual agreements. 2. Death 3. Disability or sickness 4. Retirement 5. Termination during probation: the employee shall be given a written notification when he/she fails to successfully pass the probationary period, and it must be put into effect before the expiry of the probationary period. 6. The employee may resign during the probationary period. 7. Neither College nor the employee is subject to the notice requirement during the probationary period. 	

Procedure

Termination with prejudice: In case the employee commits any of the acts that warrant termination, as mentioned in policy statement:

1. Directors/Vice Dean of the concerned staff will report it to the Human Resources (HR) Department with supportive documents.
2. HR officer will write the letter of termination according to the labor law.
3. If the employee's termination was related to alcohol/drug abuse, the HR officer will notify the related government authorities for legal action.
4. HR officer will ask Directors/Vice Dean to inform the concerned employee to attend to HR Department to receive his/her termination letter.

Resignation (termination without prejudice):

1. The employee writes the resignation and submits it to the related Directors/Vice Dean
2. Resignation forms of Dean must be approved by the university.
3. Once approved, the resignation form will be forwarded to the HR officer for processing.
4. HR officer runs an exit interview with the resigned staff member, once he /she submits the resignation.
5. The HR officer informs the Information Technology Department of the employee's termination/resignation in order to cancel his/her access to the system.
6. The HR officer will give the terminated/resigned employee a clearance form and ask him/her to complete the signature list and then return it back to the HR.
7. The Clearance Form signed by the Department Director/ Vice Dean.
8. The employee gets the signature of all departments listed on the clearance form and then forwards it to HR.
9. HR suspends the employee's salary and starts processing his/her end of service payments.
10. HR calculates his/her end of services payments as per the Labor Law Regulation.
11. HR will be responsible for ensuring that all organization property, previously issued to the employee, are returned by him/her to the organizational unit leader before the employee is given the final clearance.
12. HR will also coordinate with the Finance Department the recovery of any money (e.g. salary advancement, vacation advancement, etc.) owed by the resigned/terminated employee to College.
13. HR will deduct the owed amount from the employee's end of service benefits.
14. If the concerned employee does not have any end of service benefits, he/she will be asked to pay the owed amount back; otherwise, the certificate of experience at College won't be released to him/her.
15. HR will prepare the employee's end of services payment and forward it to the Finance Department.
16. If the end of services payment is more than 3000 SR, the Finance Department will

Procedure	<p>prepare a check.</p> <p>17. If the end of services payment is less 3000 SR, the employee will receive it as cash from the Finance Department.</p> <p>18. HR will prepare the certificate of employment at College for the resigned/terminated employee and hand it to him/her.</p>
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Policy Title:		Code:
Office Hours		STD 9-07

Purpose	To achieve the college goals, and provide students with maximum direct access to all faculty staff, for consultation and advise during office hours. This policy developed for effective use of office hours dedicated to improve the student engagement with academic staff outside the regular Hours
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Policy	<ol style="list-style-type: none"> 1. The Head of Department (HOD) within the college are responsible to inform all the faculty staff members about this policy and its regulation. 2. The office Hours was developed for advice, counseling and academic instruction outside of the classroom for students by faculty staff members. 3. The office Hours are implemented within the first week of academic calendar and will be outside of the regular schedule. 4. Approximately 2 to 3 office hours per week should be posted on the staff member's respective door to inform students when he/she will be available for advising and consultation during the office hours. 5. Students should be informed of any necessary deviations from posted office hours. 6. Whenever a faculty member is not available or similarly occupied, as for example in academic meetings, she/he must inform the student and reschedules another time with them. 7. The Faculty staff members shall notify the HOD when they are unable to keep established office hours for re-arrangement. 8. The HODs are responsible for ensuring that the office hours are reasonably accommodating to student needs within the context of each faculty staff member's schedule. 9. Student feedback must be collected annually regarding the office hour for more improvement.
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Standard-10

Research

Policy Title:		Code:
National & International Research Collaboration		STD 10-01
Purpose	This policy aims at establishing guidelines for process and methods of research collaboration	
Policy	<ol style="list-style-type: none"> 1. Research collaboration is expected to benefit academic and health environment as it helps building the research capacity within the Kingdom of Saudi Arabia. 2. AL IMAM COM encourages research collaboration to meet the future challenges confronting health care. 3. AL IMAM COM aims to build collaboration with national and international academic institutions. 4. AL IMAM COM supports all types of national and international collaborations including: <ul style="list-style-type: none"> • Joint research project • A visiting professor • Participating in Training/academic events • Consultation/review • Sharing research facilities • Membership in national/international research network • Others as strategic plans arise 	
Procedure	<ol style="list-style-type: none"> 1. Identify AL IMAM COM research needs determine institutions for collaboration projects. 2. Communicate with the concerned institution/individuals in relation to the identified needs and strategic growth. 3. Develop a memo of understanding agreement/consultation form to be signed by AL IMAM COM and selected collaborative entity. 4. Determine aims and purposes, and the expected outcome of the proposed collaborative research project and work plan. 5. Highlight the advantages of the proposed research, and what contribution the research will lead to. 6. Identify and evaluate the required resources to complete the research project (i.e. personnel, financial, consultants, clinical setting, others). 7. Establish a research team that includes members from the involved institutions. 	

Procedure	<ol style="list-style-type: none"> 8. Specify the role and responsibilities of each team member. 9. Establish an agreement about the intellectual property of research data, equipment and outcome of research. 10. Prepare a research proposal. 11. Submit the proposal to the research committee. 12. Submit the proposal to the IRBs (Institutional Review Board) of the two institutions for approval. 13. Implement the project. 14. Monitor the outcome of the research project. 15. Submit a three month report to the research committee. <p>Identify methods for research dissemination.</p>
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Responsibilities	<p>Research Committee:</p> <ul style="list-style-type: none"> • Identify research needs. • Identify the needed type of collaboration. • Review research proposals and send the recommendations to the dean/College Board according to the type of collaboration. <p>Dean/College Board:</p> <ul style="list-style-type: none"> • Review the research committee recommendations. • Approve or disapprove the proposal. • Submit the proposal to the IRB for ethical approval. • Sign agreements for collaborative research projects. • For research projects that may require utilization of equipment, facilities or grants, the project will be sent to the university for approval.
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Policy Title:	Code:
Publication	STD 10-02

Purpose	The purpose of this policy is to provide information about Al Imam COM activities and capabilities reliable and consistent across all media, production processes and over time.
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Policy	Al Imam COM official information will be accurate, consistent, legally compliant, timely and accessible. clear roles and responsibilities will be defined for those who formulate, publish and maintain this information, whether electronically or in print. Each publication will have a designated content owner who is responsible for ensuring that the publication complies with this policy. Management and release of publications
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	<p>will be authorized by the designated content manager for specific publications or categorization to be released publicly.</p>
<p>Procedure</p>	<ol style="list-style-type: none"> 1. Provide clear basic rules for potential contributors so that members know which kind of information they can disseminate through the network and how. 2. Define the overall focus of Al Imam COM , highlighting the characteristics of Al Imam COM in terms of its subject coverage, approach and objectives. 3. Al Imam COM editorial team will provide it's guidance on how to make editorial choices.
<p>Responsibilities</p>	<p><u>The Public Relations Officer:</u></p> <ol style="list-style-type: none"> 1. The Public Relations Officer is responsible for administration publication policy. Issues of compliance, policy interpretation, and maintenance of the policy, processes and procedures and promulgation of the policy should be referred to the Marketing Director. 2. The Public Relations Officer Compliance with the policy will be monitored and reported to the Senior Leadership. 3. Implementation of the processes and procedures that enact the publication policy is the responsibility of the Public Relations Manager. 4. Ensure that appropriate policies and standards are in place and adhered to by internal stakeholders. Maintain an up to date list of publications, content owners, editors and authors. <p>The Public Relations Officer responsible for the college's primary publications in print, DVD, video and audio. The Manager Student Information is responsible for the college's student recruitment, enrolment and website publications.</p> <p><u>Content Owners:</u></p> <ol style="list-style-type: none"> 1. The content owner is the most senior manager within the section. They have overall responsibility for the accuracy of publication. 2. Content owners are responsible for compliance with this policy and Al Imam COM publication processes & procedures, as well as with other relevant policies and procedures (e.g. for the management of copyright).The editor must be a staff member of Al Imam COM. <p><u>Authors:</u></p> <p>Create and maintain content for specific publications in any format. Authors must submit material to content owners for approval before publication.</p>

Standard-11

Institutional Relationships with the Community

Policy Title:		Code:
Communicating with Graduate Students		STD 11-01
Purpose	<ol style="list-style-type: none"> 1. Ensure regular contact is maintained with alumni to keep them informed about institutional developments. 2. Invite and encourage the graduate students to participate in the college's activities. 	
Policy	<ol style="list-style-type: none"> 1. Al Imam College of Medicine (AL IMAM COM) communicates with alumni in order to provide evidence about intended learning outcomes and the extent to which they are achieved. 2. Program evaluation methods are used to evaluate employment outcome data and employer feedback and subsequent performance of graduates. 	
Procedure	<ol style="list-style-type: none"> 1. Contact the registration department to obtain graduate students information. 2. Verbally contact and personally meet with graduating student. 3. Conduct the program survey which is available online through the college's website. 4. Distribute the employer satisfaction survey to identified hospitals. 5. Develop alumni analysis sheet. 6. The evaluation collected to the information and statistics committee for analysis. 7. Submit an annual report to the college dean and the quality unit for approval. 	
Responsibilities	<p><u>Registration office</u></p> <ol style="list-style-type: none"> 1. Prepare graduate list 2. Provide the supervisor of the alumni with graduates <p><u>Alumni supervisor</u></p> <ol style="list-style-type: none"> 1. Collect student contact numbers after they finish the internship. 2. Call students after 6 months to update their states 3. Inform graduate with all college activates through college website 4. Distribute the employer satisfaction survey to identified hospitals 5. Statistics analysis committee with survey data to prepare statistical report 6. Prepare annual report 	
Responsibilities		

Policy Title:		Code:
Media and Public Relation		STD 11-02
Purpose	This policy provides clear guidance and directions to Al Imam College of Medicine (Al Imam COM) concerning the Media and Public Relations. The policy aims to ensure that AL IMAM COM makes the most of its media coverage and public relations activities to publicize its new developments, events and achievements. It also outlines processes for providing information to the news media in order to preserve and advance AL IMAM COM reputation in the community.	
Policy	AL IMAM COM supports the fostering of strong, professional relationships with media. The college recognizes the significant role media coverage can play in public perceptions of AL IMAM COM services. The media and public relation representative is a responsible advocate for the college. The communication with members of the media and the public is guided by the principles of integrity, honesty and accuracy. The college pursues a culture of openness and a commitment to the dissemination of accurate information on a timely manner.	
Procedure	<p><u>Communication with Media</u></p> <ol style="list-style-type: none"> 1. The Dean is the authorized spokesperson for the college. 2. All media inquiries are to be referred immediately to the Dean. 3. The media and public relation unit (MPEU) will receive direct instructions from the Dean to response to the media inquiries. 4. The MPEU must ensure that statements and quotes which are sent to media in response to reactive and proactive enquiries are approved by the Dean. 5. The MPEU should keep a record of all media enquiries, responses and subsequent media coverage and preparing a monthly media report for the attention of the dean and publish the report to all college staff. 6. Staff are asked to inform the MPEU with any incident or event that has happened which may result in negative publicity and therefore affect the reputation of the college. This will help the media and public relation unit look into the facts and prepare a suitable response in case any media enquiries are received. 7. Senior academic administration staff has the authority to speak with the media on topics within their area of responsibility and expertise after consulting the Dean. 8. Faculty members are free to respond to media requests concerning their research or professional expertise. In such case, they should notify the MPRU and the Dean's office. 9. During a crisis or incident that may affect the college's reputation, only the Dean and the MPRU are authorized to respond to the media inquiries. 	

Procedure	<p><u>Publications/Advertisement</u></p> <ol style="list-style-type: none"> 1. College publications and advertisements will be approved by the Dean. 2. The college website will serve as the official publication channel for students, graduates, staff and the public. 3. Publications related to the college's departments should be approved by both the head of the concerned department and the Dean. <p><u>Media Visits to the College</u></p> <ol style="list-style-type: none"> 1. AL IMAM COM is committed to cooperate with the media who visit the college to cover a specific event. Such media activity is encouraged and is arranged by MPRU. 2. The Dean and the supervisor of MPRU are spokesperson in response to media request for any information about the college's events. 3. No media may enter the college's facility which is not normally accessible to the general public, without providing satisfactory identification and receiving permission from the Dean. 4. Photos, video recordings or interviews with staff or students must be approved by the Dean and pre-arranged by MPRU. 10. Staff and students must provide consent for taking their photos or appear in video recording.
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Policy Title:		Code:
Community Services		STD 11-03
Statement of the Purpose	<ol style="list-style-type: none"> 1.1 This policy provides clear guidance and directions to Al Imam College of Medicine (Al Imam COM) concerning the community services. 1.2 The policy aims to ensure that AL IMAM COM is committed to contribute positively to Saudi community in Jeddah. 	
Policy	<p>This policy is a guide to all AL IMAM COM staff and students to participate in the community services conducted annually focus on community health awareness and educational programs to ensure that:</p> <ol style="list-style-type: none"> 1. The nature of services is totally depending on the resources extended by college. 2. The community services provided are always sensitive to the cultural and community needs. 3. No videos, photographs and dissemination of information for publicity is entertained without prior permission from College Dean. 4. No student will be utilized for longer hours of community stay or services without obtaining proper consent from their parents. 	

	<ol style="list-style-type: none"> 5. The financial support for community services is recommended by the Dean and approved by the university council.
<p>Procedure</p>	<ol style="list-style-type: none"> 1. CSU prepare community services activities plan annually based on the Saudi community needs through survey as well as staff and students feedback. 2. All AL IMAM COM staff and students should involve in planning for community services activities. 3. CSU submit annual community services activities plan to College Board for approval. 4. The CSU publishes the approved community services activities plan on the college website. 5. The approved community services activities plan circulate to the staff and students to give them equal opportunity to select the service activity as they was to participate in. 6. Staff and students (undergraduate and postgraduate) assigned for each service activity is responsible for implementing the service as well as getting feedback evaluation from the target group receiving such activity. 7. The assigned group of staff and students for each service are responsible to submit all the documents (reports, evidences and feedback) to CSU for approved from the dean to publish on the college website and community services database. 8. CSU submit annual report about the services conducted through AL IMAM COM to the College Board.
<p>Responsibilities</p>	<p><u>Community Service Unit</u></p> <ol style="list-style-type: none"> 1. Assess the scope of community service areas within the community and prioritize activities accordingly. 2. Develop and implement community service plan within Al Imam COM in alignment with institutional strategic plan. 3. Collaborate with external agencies to share the interest in participating in community service activities. 4. Develop and implement the strategies to enhance the reputation of AL IMAM COM in the community. 5. Submit annual report about the services conducted through AL IMAM COM to the College Board.

College's Main Units

Students' affairs unit

Students' affairs unit	
Responsibilities	Admission, Registration, Scholarships and Graduation
Task	<p>Implementation of College policies and procedures relevant to:</p> <ol style="list-style-type: none"> 1. Admission 2. Registration 3. Scholarship 4. Graduation.
Terms of reference	<ol style="list-style-type: none"> 1. Reviews and modify the admissions and registration policy as per Al Imam University regulations. 2. Arranges for admission and registration process at Al Imam COM on regular basis. 3. Serves as a resource person and counselor to student community when it is needed. 4. Works as a member of committees, and all other departments in achieving college objectives. 5. Consults with staff about student medical, physical, and mental health issues when this affects academic issue. 6. Maintains and monitor appropriate students records and administrative files. Prepares and implants actions according to the results of student surveys in relation to admission and regulation. 7. Retains and routinely provides data and statistical reports related to students' status, progression rates, absenteeism rates, program directors, and to the vice dean of academic affairs. 8. Aids to resolve conflicts and confident to make decisions independently. 9. Participates in departmental/divisional training and development activities as appropriate.

Academic Advising and counselling Unit

Academic Advising and counselling Unit	
Responsible For:	Students supporting services within the college.
Task	<p>The students support unit aims at supporting students in academic and non-academic issues, such as students with special needs or facing some learning difficulties as well as improving the learning environment for all college students.</p> <ol style="list-style-type: none"> 1. Provides students with workshops or sessions to support them in developing their metacognitive skills and effective study strategies, e.g. study skills workshops.

Terms of reference	2. Offers confidential services to students who have special needs and conditions by providing psychologists, advisors, social workers or visiting consultants.
	3. Works with the other departments in the college to enhance students' welfare and academic achievement.
	4. Responds to critical and disciplinary incidents involving students.
	5. Arrange for tutorial sessions to meet the needs of students with poor academic performance.
	6. Works with collaboration with the other departments to identify and intervene early with students who have special needs.
	7. Monitors the orientation sessions provided for the new applicants.
	8. Supervise the extra-curricular activities.

Students' Extracurricular Activity Unit

Responsibilities	Extracurricular activities within the College of Medicine
Task	Students' extracurricular Activities Unit aims at organizing the entire extracurricular activities of the college, and helping to arrange and coordinate the inter-college activities in addition to setting up goals, directions and policies for implementation of these activities.
Terms of reference	1. Development of Extracurricular Activities plan
	2. Development of organization structure required to carry out the activities
	3. Works in collaboration with other units and committees to facilitate the activities
	4. Monitors and supervises the action of activities and achievements
	5. the action of the division committees
	6. Prepares an annual report of the unit

Library

Responsibilities	Manages the College Library
Task	To provide access of information resource that will support the needs of the College teaching staff, and students.
Terms of reference	1. Manages the planning and administrative functions of library services.
	2. Provides effective access to library collections and resources.
	3. Maintains the organization of library materials.
	4. Provides library services in response to the information needs of library users.
	5. Assists faculty teaching staff and students through various mechanisms by providing access to the needed information.

	6. Trains library users to effectively search the Library catalogue and Saudi digital library. Provides a library loan service for both book and audiovisual materials and maintain the records.
	7. Receives recommended books list from Head of Departments.
	8. Arranges scheduling of discussion rooms in the library for teaching staff and students.
	9. Communicate with other libraries to provide access to resources outside the college.
	10. Encourages the students to read books and e-learning resources, which improve their lifelong learning.
	11. Maintains circulation files, records and statistics

Community Service Unit

Responsible For:	Follow up the community Services activities.
Task	The community services unit in AL IMAM College of Medicine (COM) aims to develop and implement community service plan according to mission and goals of the college.
Terms of reference	1. Define the scope of community service areas based on needs and gaps within the community and prioritize activities accordingly.
	2. Develop and implement Community Service Plan within AL IMAM COM in alignment with Institutional Strategic Plan.
	3. Enhance collaboration between various community-based agencies aiming to strengthen relationship with AL IMAM COM to contribute community service activities.
	4. Create strategies to increase the public portfolio of COM.
	5. Submit annual report on community services activities.

Internship Unit

Responsible For:	Clinical training for undergraduate students and internship year
Task	Providing an excellent training environment for Al Imam COM students with advanced scientifically and behavior skills and creating specific and qualitative methods for training. Responsible for overseeing the design, implementation, and evaluation of clinical for undergraduate programs and field experiences for intern students.
	1. Preparation and development of clinical training and field practice rules and regulations.

Terms of reference	2. Determine the students number involved in clinical training in all academic departments and distribution of these students in the different training sites.
	3. Follow and prepare the required students documents for clinical practice and field training.
	4. Makes the master Rota for students and follow up planning for clinical placement.
	5. Develop, implement, and evaluate all orientation, training and educational programs for college's students in training.
	6. Visit of training sites to follow up students and provide their needs and the necessary support during training periods.
	7. Design clinical assessment format and rubrics.
	8. Ensure a formal evaluation is completed for each student, prior to completion of their clinical rotation.
	9. Conduct regular meeting with students and field teaching staff.
	10. Conduct regular advisory meetings.
	11. Coordinates counseling's of interns if needed with the hospital internship Coordinator.
	12. Follow the evaluation process for students during clinical training and field practice.
	13. Motivates interns to participate in the implementation of continuing education program for the advancement of knowledge, professional growth and self-development.

Clinical Skills Simulation Center

Responsibilities	Clinical training for staff, students and other health care professionals
Task	Providing opportunities for hands on training, enhancing patient safety and the quality of care.
Terms of reference	1. Provides medical simulation training where specialist training equipment is used to recreate clinical situations.
	2. Allows medical trainees in many specialties to practice rare and critical scenarios in a safe environment.
	3. To train, practice and repeat clinical procedures.
	4. To improve skills, fine-tune techniques before seeing patients
	5. To perform Objective Structured Clinical Examinations for the undergraduate students

Alumni Unit

Responsible For:	Follow up the graduates.
Task	Alumni Unit aims to guide AL IMAM COM students regarding their career planning and employment preparation and to create and maintain a link with college graduates and engage them in college activities and beyond.
Terms of reference	<ol style="list-style-type: none"> 1. Provide the graduates with information and support for career counseling to help them to find job opportunities and further studies. 2. Ensure continuous communication with college graduates and strengthen their feedback activities with the college. 3. Work with the other departments in the college to facilitate career guidance and job search for the college graduates. 4. Encourage graduates to update database on their professional status and work accomplishments to include in the college records. 5. Create database for all graduates with complete all information and communication links. 6. Invite the graduates to attend and participate in the college events.

Scientific Research Unit

Responsible For:	College Research activities
Task	The Scientific Research Unit for AL IMAM COM is established to enhance research within the college, facilitate research activities of academic staff, graduates and undergraduate students and assist to achieve research-related activities and services of the college.
Terms of References	<ol style="list-style-type: none"> 1. Prepare the college's scientific research plan based upon research goals and community needs. 2. Approve research proposals for faculty staff, undergraduate and postgraduate students as per recommendation of the Scientific Research Review Committee. 3. Facilitate collaborative research and enhance research networking capacity and infrastructure within AL IMAM COM and affiliated facilities. 4. Support and strengthen graduate and undergraduate education by providing students with training opportunities and access to research facilities. 5. Approve research projects submitted from outside the college as recommended by research review committee. 6. Manage the research budget to fulfill the needs of the approved research projects. 7. Monitor the implementation of the college's research plan. 8. Provide an annual report about the college's research activities.

	9. Disseminate research results through conferences, meetings, and other activities.
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Medical Education Department

Responsible For:	Supporting academic and educational activities in the college.
Task	Medical Education Department at AL IMAM COM is established to achieve educational excellence and promote innovation in the college's education programs through providing varieties of educational services, monitoring curriculum update, and improving students' assessment process.
Terms of reference	1. Ensures that students' assessment is conducted in accordance with regulations of the Ministry of Education and Al Imam University.
	2. Ensures that students experience high quality assessment.
	3. Helps the staff members to determine both teaching and assessment strategies that best fit their courses.
	4. Ensures that students have both summative and formative assessments for the courses they are taught.
	5. Assists the professional development of staff members through organizing staff development activities, workshops and seminars.
	6. Trains the faculty members to develop essential skills needed for medical educators & to improve their teaching skills.
	7. Supports and provides advice on curriculum development and evaluation in accordance with the best evidence medical education.
	8. Monitors the content of different courses and identifies gaps and redundancies
	9. Monitors the implementation of curriculum development plans.

Assessment and Examination Unit

Responsible For:	Assessment of students' learning outcomes within the college.
Task	This unit aims at coordinating and implementing a comprehensive system of high quality assessments of student learning for the program. It also aims at providing the analysis and the feedback about the results for purposes of program improvement.
Terms of reference	1. To ensure that the students' assessment is conducted in accordance with regulations of the University and the College regulations.
	2. To ensure that all examinations follow the course blueprints.
	3. To analyze the psychometric properties of the examinations and to provide a feedback on the examination results.
	4. To implement all the examination policies and procedures.
	5. To ensure the confidentiality of the examination papers.

	6. To ensure that students have assessment for the curriculum courses that required undertaking during the formal examination period, to progress to the next study level.
	7. To ensure that students experience high quality assessment.

Faculty Development Unit

Responsible For:	Providing a range of courses, workshops and seminars to support staff career development.
Purpose	Staff Development Unit of Al Imam Collage of Medicine is established to promote and support academic and administrative work that enhances individual and institutional capabilities of the staff. Moreover, to contribute to the provision of workshops for improvement in teaching and research in the Collage.
Terms of reference	1. Provides comprehensive advice, guidance and development opportunities for all staff in order to support the Collage in the attainment of its objectives.
	2. Enhances the capability of staff to engage in research.
	3. Supports staff to improve their teaching capabilities.
	4. Encourages the faculty to maintain currency in learning and teaching practices in their field and continuously improve their effectiveness as teachers.
	5. Enables staff to contribute effectively in achieving the college's strategic priorities.
	6. Supports employee development in order to maintain their job qualifications and acquired skills.
	7. Provides opportunities for employees to improve their skills aiming to achieve future advancement of the college

Central Quality Unit

Responsible For:	Supervising and monitoring the implementation of AL IMAM COM Quality Plan.
Task	To establish processes that ensures the delivery of high quality education through implementation of academic and supportive standards recommended by NCAAA.
	1. Advises on College's-wide priorities and strategies for quality improvement.
	2. Assists academic and administrative units in the development of Quality improvement strategies.
	3. Establishes and monitor self-assessment processes and reporting requirements.
	4. Provides advice and support for faculty and staff on quality matters as required.
	5. Specifies criteria for selection for indicators, benchmarks, and objectives.
	6. Prepares standard forms for matters such as students, faculty, employers and graduate surveys.

Terms of reference	7. Advises on operational procedures for the planning and implementation of quality processes.
	8. Maintains systematic collections of reports on performance, including data on indicators and benchmarks that will be required for analysis and reporting on trends in performance and changes in the environment within which the institution is operating.
	9. Coordinates and leads the preparation of self- studies at Program level for consideration within the College and for use by external reviews.
	10. Ensures the quality in the course and program specifications and reports

Information Technology Unit

Responsible For:	Establishment and maintain Hardware and Software systems and its functions at AL IMAM COM in coordination with the deanship of information technology at the university.
Task	Manages the computer systems functional operation, supports the users in using the Information Technology and recommend the emerging of new technology.
Terms of reference	1. Schedule training for students, faculty members and for new comers.
	2. Liaison in any development and customization request from the AL IMAM COM Management with the University IT Department.
	3. Acts as support Level 1, Al Imam COM Academic Management System Administration to support students and faculty members for any problems troubleshooting and to embark the problems to Level 2 support at the university.
	4. Follow, review and test all new System requirements and train the users.
	5. Setup prerequisites for the Academic Year and related procedures.
	6. Manage the Student's Information System, train and support the users.
	7. Manage the Survey System, create surveys as per the business needs and extract the survey's results in readable format and statistical graphs.
	8. Provides student progress feedback to primary instructors.
	9. Tutors students who require remedial assistance or additional assistance with learning.
	10. Manage the Attendance System for Staff, train and support the users.
	11. Submit college systems deliverables, ensuring adherence to quality standards & Ministry of Higher Education.
	12. Prepare college systems status reports by collecting, analyzing, and summarizing information and trends.

Strategic Planning Unit

Responsible For:	Strategic planning and monitoring the implementations
Task	It is established to support AL IMAM COM leadership in strategic planning processes thus helping in the decision making within the college. The unit embraces the culture of strategic thinking throughout the college to achieve the vision and mission and strategic goals of the strategic plan of the college. It contributes to the follow-up of the strategic plan of the college as well as the dissemination of strategic thinking among stakeholders. Also, it contributes to problem solving, reference point and provides assistance and support to all faculty staff members and other stakeholders in the process of strategic planning and development.
Terms of reference	<ol style="list-style-type: none"> 1- Contributes to the preparation of strategic plan of the college by involving all stakeholders. 2- Develops sets of performance indicators (KPIs) for the strategic plan. 3- Monitor the achievement of KPIs in relation to action plan of the strategic plan. 4- Disseminates the culture of strategic thinking in order to prepare the platform for implementation of any future strategic plans within the college environment. 5- Prepares appropriate surveys and questionnaires to gauge opinion of stakeholders within the college. 6- Formulates dedicated multidisciplinary strategic planning groups responsible for preparation of any future plans. 7- Contributes to collaboration and partnership agreements between the college and any other national and international peer higher education institutes. 8- Contribute to the preparation of annual reports of the strategic plan of the college. 9- Contributes to the preparation of strategic plan of the college by involving all stakeholders.

Maintenance Unit

Responsible For:	Maintenance at AL IMAM COM.
Task	To ensure that AL IMAM COM buildings are in a good conditions, and to suggest recommendations for improvement.

Terms of Reference	1. Prepare a preventive maintenance plan to ensure the maintenance of the buildings of AL IMAM COM.
	2. Monitor the implementation of the plans.
	3. Conduct daily rounds and propose recommendations for corrective maintenance.
	4. Supervise and check to make sure that AL IMAM COM buildings are clean and the environment is proper for the students and staff.
	5. Follow up with the maintenance work and fix any problem occurs.
	6. Ensures all classrooms and labs are fine and the facilities are working properly.

Safety & Security Unit

Responsible For:	Safety and Security of AL IMAM COM.
Task	To ensure the safety and security of AL IMAM COM buildings, and to provide a safe educational environment for all students and staff.
Terms of Reference	1. Prepare a plan to ensure the safety and security of the buildings of AL IMAM COM.
	2. Monitor the implementation of the plans.
	3. Conduct environmental round and propose recommendations for improvement
	4. Ensure AL IMAM COM labs comply with the safety regulations.
	5. Ensure AL IMAM COM staff and students are educated on issues related to safety.
	6. Ensure policies and procedures established and implemented.
	7. Conduct orientations about fire safety and security for staff & students in coordination with the deanship of safety and security at the University.
	8. Ensures safety and security for AL IMAM COM personnel and properties.
	9. Ensures all classrooms and labs are vacant and locked with all equipment in place before leaving AL IMAM COM

Committees' Descriptions

Title
1- Executive Committees:
1. College Board
2. College Executive Committee
3. Advisory committee
4. College Quality Committee
5. Strategic Planning Committee
2- Academic Committees:
6. Curriculum Development Committee
7. Internship Training Committee
8. Examination Committee
9. Scientific Research Review Committee
3- Administrative Committees:
10. Disciplinary and Appeal Committee
11. Community Services Committee
12. Safety and Facilities' Management Committee
13. Financial Monitoring Committee
14. Information system management committee
4- Student Committees:
15. Students' Academic Affairs Committee
16. Students' Support Committee



1-Executive Committees

COLLEGE BOARD

Classification:	Senior Administration
Type:	Standing committee
Report to:	Head of the University
Purpose:	Develop the academic and administrative process in the College
Responsibilities:	1. Recommend the approval of the college's strategic plan in accordance with the university's strategic plans.
	2. Approve the general plan for the application of quality and accreditation in the college.
	3. Approve the curriculum, textbooks and references for College Departments
	4. Review and approve the dates of examinations and setting its regulations.
	5. Review and approve training and internship schedules and site of training.
	6. Grant program degree certificates for the MBBS program offered by the College.
	7. Review and approve committee's annual plans.
	8. Approve training and scholarships plans that are necessarily of the college.
	9. Approve the timetable of examination and its scores, and develop related regulations for implementation.
	10. Provide opinions on issues referred from the University Council.
	11. Review & approve annual program reports, field experience reports, and improvement plans of the College.
	12. Approve plans for extracurricular activities, community services and research.
	13. Approve Faculty Development Annual Program.
	14. Monitor the implementations of College Strategic plan and prepare the Annual Report of the College to be submitted to the University Council.
	15. Monitor the implementations of approved College Budget and Manpower plan.
	16. Make decisions on all student's issues that are within the scope of College Board authority, and referred otherwise to the University Council.
	17. Encourage and coordinate scientific research among faculty members and publishing it.
	18. Recommend the approval of internal regulations of the college
	19. Review all tasks referred by University Council or his Head for study and opinions.

DEPARTMENT BOARD

Classification:	Senior Administration
Type:	Standing committee
Report to:	College Dean
Purpose:	Achieve the department's objectives and requirements according to the college and university vision and objectives.
Responsibilities:	1. Recommending the approval of the department's strategic plan and appointment, scholarship, and research plans in accordance with the college's strategic plans.
	2. Recommend of program curriculums and textbooks and references for the departments courses and programs.
	3. Suggest appropriate plans for the department's postgraduate programs, and the admission acceptance and transfer conditions to and from the departmental programs.
	4. Recommend the Approval the student's final result and scores.
	5. Recommend on the approval of the master and PhD thesis proposal by the post graduate students.
	6. Make decisions on all student's issues that are within the scope of department Board authority, and referred otherwise to the College Board.
	7. Recommending faculty and staff requests to participate in conferences, training courses, training/scholarship, sabbatical requests
	8. Recommending the service extension and re-appointment of faculty who reached the retirement age.
	9. Suggest part-time faculty members who have outstanding teaching or supervise scientific researches and theses.
	10. Encourage faculty members to provide scientific research, coordinate it, and publish it.
	11. Look in the report of faculty member achievements during the sabbatical leave.
	12. Approve the extracurricular plan of the department
	13. Look in all the tasks referred by College Board or his/her Head or Vice Deans for study and provide opinions.
	14. Formulate Permanent or temporary committees among the faculty members.

COLLEGE EXECUTIVE COMMITTEE

Classification:	Executive
Type:	Standing committee
Report to:	College Board
Purpose:	To review and supervise the operational efficiency of academic and administrative activities as per organizational structure of the college supporting the Deanship of the college and enforce policies and procedures.
Responsibilities:	1. Review and evaluate the effectiveness of the operational activities of both academic and administrative departments and units as per organizational structure in support of decision making of the Deanship of the College.
	2. Review the appointment of faculty staff members and senior administrative staff as per recommendations of head of departments and/or units.
	3. Review and make recommendations on the renewal of contracts of faculty staff members of the college as per performance reports.
	4. Review the implementation of the “Strategic Plan” of the college.
	5. Review and contribute to the development of the annual manpower plan of the college.
	6. Review and contribute to the development of the annual budget of the college.
	7. Review the various academic and administrative activities within the college with a focus on program delivery and accreditation.
	8. Review the implementation of all projects within the college.
	9. Review the research activities and community engagement of the faculty staff members, students and others.
	10. Contribute to the preparation of graduation ceremony for students of the college.
	11. Contribute to the improvement of the college portfolio to market the services provided by the college.
	12. Review the performance of clinical training sites used by the college.
	13. Review all collaborative and partnership agreements between the college and other organizations.
	14. Contribute to the quality assurance activities within the college.
	15. Monitor fulfillment of College plan outcomes.
	16. Suggest champions for all major College initiatives.
	17. Respond to any matters as delegated by the Head of the University and/or the Dean of the College.
	18. Review and recommend new or renewed College policies as needed.
	19. Prepare the College Annual Report

ADVISORY BOARD

Classification:	Executive
Type:	Standing committee
Report to:	College's Dean
Purpose:	provide guidance and advice to support Al Imam College of Medicine (Al Imam COM) in the effort to review academic programs and to improve efficiency and effectiveness of its academic implementation process
Responsibilities:	1. Review and evaluate the effectiveness of current system in delivering academic programs and advice on improvement strategies.
	2. Maintain an effective communication with the College Board and the Dean to achieve its mission.
	3. Participate in reviewing academic plans and give suggestions and recommendation for improvement.
	4. Guide AL IMAM COM in establishing effective system for monitoring its operational activities.
	5. Make recommendation in relation to the strengths and weaknesses within the college for improvement.
	6. Guide in establishing collaborative ventures particularly in research and community service engagement with various public and private agencies at the national and international levels.
	7. Propose opportunities for improvement considering the current trends in medical and health education field.
	8. Make recommendations on the areas of research priorities and/ or community engagement contributions to the local population.

COLLEGE CENTRAL QUALITY COMMITTEE (CCQC)

Classification:	Executive
Type:	Standing committee
Report to:	Vice-Dean for Quality and Development
Purpose:	Supervise and support all activities related to quality and development in the College of Medicine.
Responsibilities:	1. Following implementation of the strategic plan.
	2. Monitor the compliance with Quality standards and prepare the College for the Accreditation process.
	3. Suggest initiatives to enhance academic, research and administrative quality and development in the college.
	4. Provide oversight on the National Commission for Academic Accreditation and Assessment (NCAAA) Accreditation process at AL IMAM COM.
	5. Evaluate AL IMAM COM current status on NCAAA accreditation and develop gap analysis.
	6. Review and interpret NCAAA standards and assign committees to implement these standards within specific time frames.
	7. Receive and review progress reports and updates periodically from assigned committees.
	8. Ensure completion of all required documentation for all standards as required by the Accreditation body.
	9. Ensure the College- wide readiness for accreditation review.
	10. Conduct mock surveys to identify strengths and weaknesses as well as opportunities for improvement and prepare plans to bridge the gaps.
	11. Raise faculty and staff awareness on Quality standards and Accreditation process
	12. Follow-up and monitor continuous implementation of Quality standards and Accreditation process.
	13. Prepare and send reports to concerned parties after being approved by the Vice Dean of Quality and Development
	14. Reporting all challenges and proposed solutions related quality and development.

STRATEGIC PLANNING COMMITTEE

Classification:	Executive
Type:	Standing committee
Report to:	College Board
Purpose:	To establish guidelines for Strategic planning and monitoring the implementation process of the “Strategic Plan” of Al Imam COM
Responsibilities:	1. Overseeing the implementation of major plans at Al Imam COM and reports the progress at the end of each academic year to the strategy unit
	2. Create a frame work for strategic planning process within Al Imam COM.
	3. Review the existing strategic plans and monitor its implementation and report achievements.
	4. Ensure that all processes at Al Imam COM follow the defined cycle of planning, implementation assessment and review.
	5. Ensure that all staff, students and other stakeholders are involved in the planning processes as relevant and communicated well about the Strategic Plan of the college.
	6. Ensure that planning processes and activities are performed in alignment with institutional mission and goals through various awareness activities and monitoring tools.



2-Academic Committees

CURRICULUM DEVELOPMENT COMMITTEE

Classification:	Academic committee
Type:	Standing committee
Report to:	College Dean
Purpose:	To guide the curriculum development and review processes at Al Imam COM. To oversee and report the implementation of approved curricula at Al Imam COM
Responsibilities:	1. Review the implementation of approved curricula and monitor the quality and effectiveness of academic process within various academic programs at AL IMAM COM
	2. Oversee the college's curriculum review process and its implementation as per its map.
	3. Review and provide feedback on academic reports like course reports and program reports.
	4. Guide the Departments in curriculum review and approval process.
	5. Monitor the achievement of selected Key performance Indicators (KPIs) related to teaching and learning process and curriculum implementation.
	6. Ensure availability of policies and procedures covering all aspects of academic process including curriculum monitoring within AL IMAM COM.
	7. Oversee and monitor student assessment and evaluation process.
	8. Monitor and adopt measures to avoid academic plagiarism by strict application of plagiarism policy.
	9. Monitor the implementation of the curriculum and the quality of education in collaboration with the development and quality unit and academic departments.
	10. Review the annual development and quality unit report and make adjustments in the curriculum to improve the quality of the program.
	11. Update the curriculum in accordance with the current medical education standards.
	12. Identifying Program and courses weaknesses and risks and suggest solution
	13. Suggesting initiatives to enhance academic quality and development that may include new programs/courses, teaching methods/tools and learning outcomes
	14. Update assessment methods in accordance with the current medical education standards.
	15. Review annual program report and regular course reports and send reports to concerned parties after being approved by the Vice dean for educational affairs.

INTERNSHIP TRAINING COMMITTEE

Classification:	Academic committee
Type:	Standing committee
Report to:	Vice-Dean for Clinical and Training Affairs
Purpose:	Ensure that the internship training fulfills the objectives of the college and is consistent with best practice standards in medical education and establish guidelines for Clinical and Internship Training Program at Al Imam COM
Responsibilities:	1. Approve and regularly revising the field experience objective and teaching methods during the rotation in accordance to updated knowledge and clinical skills in medical education
	2. Monitor the Departmental compliance on established policies and procedures governing Clinical and Internship training
	3. Develop plans for clinical training at Al Imam COM programs.
	4. Verify the clinical training facility for adequacy of resources to support effective training.
	5. Initiate preceptorship program with the clinical training area and provide them training sessions to make them understand the course objectives, training requirements and evaluation methods.
	6. Communicate with the clinical training facility and arrange in advance for the smooth running of the training throughout the semester.
	7. Develop the plan for internship training for college programs and ensure facilities are adequate for the training.
	8. Provide proper training and maintain continuous communication with the training facility staff to ensure students achieve required learning outcomes.
	9. Discuss intern's satisfaction survey results and take appropriate actions
	10. Review the quality reports on internship training and make necessarily adjustments in training
	11. Discuss all problems and challenges faced by interns and faculty and find appropriate solutions
	12. Prepare and approve the internship completion certificate.
	13. Evaluate the effectiveness of clinical training continuously and report to the concerned program directors and Dean.

EXAMINATION COMMITTEE

Classification:	Academic committee
Type:	Standing committee
Report to:	Vice-Dean for Educational Affairs
Purpose:	To manage examination process at Al Imam COM following policies and procedures and follow the academic standards for conducting examination processes.
Responsibilities:	1. Develop policies and procedures related to the examination process at Al Imam COM.
	2. Prepare the examination schedule for both mid-term and final examination for all Departments at Al Imam COM.
	3. Prepare invigilation schedule and plan for students' distribution in examination halls.
	4. Prepare a plan for making copies of examination papers.
	5. Monitor the auditing process of the corrected examination papers.
	6. Deliver the approved score sheets to the concerned Department direction after completion of the process.
	7. Submit the statistical report to College Dean.

SCIENTIFIC RESEARCH REVIEW COMMITTEE

Classification:	Academic committee
Type:	Standing committee
Report to:	The Scientific Research Unit
Purpose:	Develop and support the research capabilities of faculty and researchers at the College of Medicine in various fields of medicine in line with the strategic plan of the College
Responsibilities:	1. Improving the research outcome at Al Imam COM.
	2. Supervising the implementation of scientific research initiatives and projects according to the current strategic plan in the College
	3. Monitoring the performance according to the performance indicators approved by the College Strategic Plan and submit periodic reports to the College Board.
	4. Monitor the implementation of funded projects.
	5. Review progress/final research project report.
	6. Prepare annual committee reported to the Scientific Research Unit.



3- Administrative Committees

DISCIPLINARY AND APPEAL COMMITTEE

Classification:	Administrative committee
Type:	Standing committee
Report to:	College Dean
Purpose:	Study the cases of violation of public order, rules and laws and make a determination of a matter referred to the committee regarding student/staff conduct, competency and/or ability to practice, according to Al Imam COM regulations.
Responsibilities:	1. Reviewing the student misconduct referred by Head of the University or the Dean of the College of Medicine and Vice Dean of the Educational Affairs
	2. Ensure that Al Imam COM code of conduct and disciplinary regulations are followed at all levels
	3. Monitor and control students' behavior within Al Imam COM and its training facilities.
	4. Discuss the disciplinary cases and suggest action based on Al Imam COM regulations.
	5. Implement disciplinary action decision once approved by Dean. If Dean does not approve the decisions, the matter is taken to the College Board, for final decision.
	6. The student may appeal the decision in writing to the Dean within thirty days, at most, of receiving decision of the Committee, otherwise the decision is considered final.
	7. If the appeal is made before expiry of the specified period, the Dean may refer the case again to the committee for reconsideration.

COMMUNITY SERVICE COMMITTEE

Classification:	Administrative committee
Type:	Standing committee
Report to:	Community Service Unit and Vice-Dean for Clinical and Training Affairs
Purpose:	To Implement Community Services Plan at Al Imam COM
Responsibilities:	1. Implement Community Services Plan within Al Imam COM in alignment with institutional Strategic Plan as per directives of the CSU.
	2. Provide all needed support to ensure Implementation of Community service plan through multidisciplinary team and collaboration with other Community Agencies.
	3. Monitor the Implementation of Community Services Activities for all Programs within AL IMAM COM as per directives of CSU.
	4. Submit semester and Annual Report on Community Services Activities to CSU.

SAFETY AND FACILITIES' MANAGEMENT COMMITTEE

Classification:	Administrative committee
Type:	Standing committee
Report to:	Administrative and Financial Affairs / College Dean
Purpose:	To ensure a safe and secure working environment at Al Imam COM.
Responsibilities:	1. Monitoring the institutional compliance with the Safety and Facility Management standards
	2. Perform continuous risk management and plan appropriate strategies to mitigate these identified risks.
	3. Propose plans to ensure the safety and security of the buildings and premises.
	4. Monitor the implementation of the plans.
	5. Conduct environmental round audits and propose recommendations for improvement.
	6. Ensure Al Imam COM labs comply with the safety regulations.
	7. Ensure Al Imam COM staff and students are educated on issues related to safety.
	8. Ensure policies and procedures established to govern the security and safety issues including provision for dealing with emergency issues and it is educated to staff and students in timely manner.

FINANCIAL MONITORING COMMITTEE

Classification:	Administrative committee
Type:	Standing committee
Report to:	Administrative and Financial Affairs / College Dean
Purpose:	To oversee the implementation of financial planning and management policies at Al Imam COM
Responsibilities:	1. Monitor the compliance with Quality standards and prepare the college for the Accreditation process
	2. Review and monitor the implementation of Al Imam COM policies and procedures related to financial planning and management.
	3. Review the quarterly financial statements and ensure financial stability.
	4. Oversee the planning and budgeting practices at Al Imam COM.
	5. Discuss and give recommendation on students' payment regulations according to MOE guidelines and regulations of other sponsoring agencies.
	6. Review the Key Performance Indicator data related to financial planning and management process.
	7. Suggest realistic operating strategies that would enhance the diversity and sustainability of Al Imam COM.

INFORMATION SYSTEM MANAGEMENT COMMITTEE

Classification:	Administrative committee
Type:	Standing committee located at the university and communicating with the college
Report to:	Administrative and Financial Affairs / College Dean
Purpose:	To ensure the perfect working condition of hardware, software and networking system to facilitate smooth functioning of departments at AL IMAM COM
Responsibilities:	1. Improve the information technology support at the college
	2. Develop and update policies and procedures in relation to information system management and use at the college.
	3. Ensure that the information and data on the Al Imam COM website is updated.
	4. Ensure that Al Imam COM hardware, software system and network system is functional.
	5. Monitor the implementation of plans developed.
	6. Build up the latest academic information technology system to ensure effective performance.
	7. Ensure that the staff using the system are thoroughly inducted and trained to perform the tasks.
	8. Ensure timely assistance is provided to staff and students facing problems.
	9. Maximize the effective use of the IT system by Al Imam COM staff and students.
	10. Develop a central database that supports the key performance indicators of Al Imam COM departments and ensures the availability of reports on the required format.
	11. Receive feedback from end users and develop or modify the current system set up to accommodate their needs.
	12. Review the statistical data and reports generated from the system for submission to higher management.
	13. Collaborate with the information system in relation to the use of applications sharing experiences and support as needed



5-Students' Committees

STUDENTS' ACADEMIC AFFAIRS COMMITTEE

Classification:	Students' committee
Type:	Standing committee
Report to:	Vice-Dean for Educational Affairs.
Purpose:	To ensure equitable implementation of academic regulations at all levels of the college.
Responsibilities:	1. Monitor the implementation of academic regulations
	2. Reviews and monitors the implementation of AL IMAM COM policies and procedures related to the student's academic experience at the College.
	3. Discusses and gives recommendation on students' affairs like decision on: <ul style="list-style-type: none"> - admission of special cases, - postponement of semester, - withdrawal from courses or program, - absenteeism from courses or exams, - plagiarism, - code of conduct, - orientation programs and - students' grievances and complaints.
	4. Reviews the requests for internal transfers from program to another program and from external institutions.
	5. Finalizes the timetable and schedule for exams to be finally approved by the College Faculty Council according to Al Imam COM regulations.

STUDENTS' SUPPORT COMMITTEE

Classification:	Students' committee
Type:	Standing committee
Report to:	Vice-Dean for Educational Affairs.
Purpose:	To support students overall development and achievements at Al Imam COM.
Responsibilities:	1. Ensure that Al Imam COM students receive all required assistances to accomplish their academic goals
	2. Ensures all students are receiving academic advising according to College regulations.
	3. Ensures students have access to psychological counseling if needed.
	4. Monitors the implementation of co-curricular activities for students



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