



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Executive and regulatory regulations

*For the Center of Continuing Education and
Community Service*

At Fahd Bin Sultan University

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Introduction:

These regulations are called the regulations of the Centre for Continuing Education and Community Service at Fahd Bin Sultan University

Section I: Definitions

The following words, wherever mentioned in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:

University: Fahd Bin Sultan University.

The Center: The Center for Continuing Education and Community Service.

University Administration: The University President or the University Chancellor.

The Council: The Center Council.

Activity: Studies, consultations, courses, workshops, and the like.

The service: Analyzes, laboratory tests, technical services, and the like.

Certificate: A document for attending courses or conducting studies, consultations, or analyzes issued by the Center.

Section II: Governance

Article (1):	The center is a property of Fahd Bin Sultan University, represented by a director or his representative.
Article (2):	The center aims to invest the university's scientific and human capabilities and direct them towards serving a local community, as well as public and private sectors both inside and outside the Kingdom.
Article (3):	Activities and services are carried out through the center by qualified university employees as well as individuals with competence, and experience from both inside and outside the Kingdom, with the need to give a priority to university employees who are qualified to do so.
Article (4):	The Center Performs the Following Tasks: <ul style="list-style-type: none"> A) Providing services to institutions, businesses, and individuals in public and private sectors.

	<p>B) Conducting studies and research, as well as providing necessary consultations, to assist in the development of national industries in terms of quantity and quality.</p> <p>C) Conducting and reporting on laboratory tests and analyses required by the public and private sectors; and</p> <p>D) Contributing to the development of human resources by holding courses, workshops, seminars, and educational programs to qualify and develop the capabilities of workers in the public and private sectors, as well as university workers.</p>
<p>Article (5):</p>	<p>A) The university administration forms a "Center Council" with a maximum of five experienced and qualified members from within and outside the university for a one-year term, renewable if necessary. The president of the council is also chosen by the university administration from among them; and</p> <p>B) The following is the responsibilities of the Council:</p> <ol style="list-style-type: none"> 1. Formulating the center's general policy in terms of its activities and services, as well as approving, monitoring, and implementing its work plans and projects. 2. Considering an annual budget of the center and entrusting it to the university's competent authorities. 3. Discussing the center's annual report and organizational structure, as well as determining the center's needs for human cadres and the requirements for their professionalization and training. 4. Seek to support financial resources of the center. 5. Promote the center's activities with public and private sector institutions both inside and outside the Kingdom, as well as strengthen its relations with similar centers abroad. 6. Approval of the center's agreements and collaboration projects with community organizations. 7. Consider any issues related to objectives and work of the center.

	<p>8. Submit an annual report on the center's achievements to the university administration; and</p> <p>9. The council may delegate certain of its responsibilities to the Center Director.</p>
<p>Article (6):</p>	<p>The center is managed by a director appointed by the university administration for a renewable one-year period, whose responsibilities are determined according to the following:</p> <ul style="list-style-type: none"> A) Supervising administrative and financial affairs of the center and its employees. B) Preparing the center's annual budget and submitting it to the council. C) Preparing an annual plan for the center's activities and submitting it to the council. D) Preparing an annual report on the work of the center and submitting it to the council. E) Supervising a definition of the university's capabilities from competent cadres and equipment. F) Carry out necessary contacts both inside and outside the university to enhance the center's role and support its activities in accordance with the university's principles. G) Make appropriate suggestions to the council about how to improve the center's work. H) Implementing the council's decisions in accordance with the law, rules, and regulations of the university. I) Preparing draft contracts and agreements that the center will present to the Council with individuals, institutions, or local, regional, or international companies. J) Sign contracts and agreements concluded by the center after being approved by the university administration; and K) Performing any other tasks that the university administration or council assigns to him.

Section III: Centre Revenues and Income Distribution

Article (7):	<p>The center's revenues consist of the following:</p> <ul style="list-style-type: none">A) The center's share of what the university allocates from its general budget; andB) The revenue generated by the center as a result of the activities and services it performs or provides to other in the public and private sectors both inside and outside the Kingdom.
Article (8):	<p>Students on study seats, university employees, their children, and university graduates from the previous five years are eligible for a 50% discount on fees for courses and training workshops that use university's facilities or services, including computer and information technology courses and programs.</p>
Article (9):	<ul style="list-style-type: none">A) The center provides a free document stating that each subscriber or recipient of the service will be required to attend classes or conduct studies, consultations, or analyses; andB) For each additional certificate, a fee of fifty riyals will be charged.
Article (10):	<p>The revenues derived from the work of the center shall be distributed according to the instructions of the financial provisions of the centers in force at the university as follows- :</p> <ul style="list-style-type: none">A) Studies and consultations in which the university's facilities or services are used:<ul style="list-style-type: none">1. (20%) of the total income for the center.2. The remaining funds for direct and indirect expenses and for the individual or group who completed the work in accordance with a prior written agreement between its members.B) Studies and consultations that do not use the university's facilities or services:<ul style="list-style-type: none">1. (15%) of the total income for the center.2. The remaining funds for direct and indirect expenses and for the individual or group who completed the work in accordance with a prior written agreement between its members.

	<p>C) laboratory testing and analyses conducted in university laboratories:</p> <ol style="list-style-type: none"> 1. (40%) of the total income to the university for the purpose of developing the college laboratories. 2. The remaining funds for direct and indirect expenses and for the individual or group who completed the work in accordance with a prior written agreement between its members. <p>D) Training courses and workshops in which university facilities or services are used, including computer and information technology courses and programs::</p> <ol style="list-style-type: none"> 1. (40%) of the total income for the center. 2. The remaining funds for direct and indirect expenses and for the individual or group who completed the work in accordance with a prior written agreement between its members. <p>E) Revenues from training courses and workshops that do not use university facilities or services are distributed according to the distribution mechanism described in paragraph (a) of this article.</p> <p>F) Income from linkage projects with industry, government, or civil institutions shall be distributed according to the distribution mechanism described in paragraph (b) of this Article for studies and consultations, and paragraph (c) for laboratory testing and analyses.</p> <p>G) Distribution mechanism described in Paragraph (b) of this Article shall be applied to persons who provide consultations and studies to public and private sectors and receive monthly or annual bonuses for those consultations or studies.</p>
<p>Article (11):</p>	<p>A) Fees for activities and services are collected in real-time from subscribers, provided that the activity or service accounts are closed before the end of the activity or service.</p> <p>B) The university's Financial Affairs Unit manages the center's accounts and collects receivables.</p>

	C) The funds from the center are deposited in the university's account, and the university's administration is in charge of spending from this account.
Article (12):	Fees for training courses held for university employees are paid by the university and are calculated at 125 riyals per training hour.
Article (13):	Fees paid to participants in the center's training programs may be refunded with the approval of the university administration in the following cases: <ul style="list-style-type: none"> A) If the program was unable to be held at the scheduled time. B) If the participant submits a request to withdraw from the program before the final approval of the training program.
Section IV: General Provisions	
Article (14):	With the exception of those who do a job or mission whose nature does not coincide with the university's mission, university employees are not permitted to provide activities and services to the public and private sectors inside and outside the Kingdom, or to train the cadres of those sectors without the approval of the university administration and in coordination with concerned authorities at the university, except with the approval of the university administration and in coordination with the concerned authorities at the university.
Article (15):	The Council makes decisions in cases where the regulations do not provide for them.
Article(16):	Any previous regulations relating to the Center, as well as any regulations or decisions that contradict its provisions are repealed by these regulations.
Article (17):	The university administration and the director of the center are responsible for implementing the provisions of these regulations.