

**Executive Regulations of the Applied Colleges Bylaw
Prince Sattam bin Abdulaziz University
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Regulations Governing Applied Colleges in Universities

Article One

The words and expressions set forth below shall have the meanings assigned to them in these Regulations unless the context requires otherwise:

Term	Definition
Applied College (College)	A unit of the university that offers educational programs and applied training courses at the post-secondary level and below the bachelor's degree level, in partnership with the public sector, private sector, and non-profit sector. It aligns its curricula and study plans with the current and future needs of the labor market at the regional and national levels. It has mechanisms for approving its curricula and study plans, as well as its own governance and management system, in accordance with the provisions of these Regulations.
Programs	Educational programs that include the Associate Diploma, Intermediate Diploma, and applied educational training courses offered by the Applied College at the university.
Classification	The Saudi Unified Classification of Educational Levels and Specializations issued by Council of Ministers Resolution No. (75) dated 27/01/1442 AH, and any amendments or updates thereto.
Framework	The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by the Board of Directors of the Education and Training Evaluation Commission at its first meeting of the second session, held on 06/10/1441 AH, and any amendments or updates thereto.
Associate Diploma	A qualification whose approved credit hours and duration are not less than the requirements specified by the Classification and the Framework.
Intermediate Diploma	A qualification whose approved credit hours and duration are not less than the requirements specified by the Classification and the Framework.
Training Courses	Applied educational training courses of various types, levels, and durations that are less than one year in length and do not confer a diploma degree.

Article Two

These Regulations aim to govern Applied Colleges in universities, including the approval mechanisms for their programs, study plans, and curricula, as well as their management and governance processes with the participation of the public sector, private sector, and non-profit sector. This is intended to meet the current and future needs of the labor market at the regional and national levels and to expand applied education and training in the Kingdom.

Article Three

The Applied College shall seek to achieve the following:

Offer and develop flexible programs aligned with the current and future needs of the labor market at both the regional and national levels, taking into account labor supply and demand.

Establish partnerships with the public sector, private sector, and non-profit sector in a manner that supports the role of the Applied College in community development and meeting its needs.

Enhance the skills and capabilities of participants in these programs and training courses, with a focus on regional needs.

Contribute to increasing the participation of skilled professionals in the private sector and enhancing the professional competencies of the national workforce.

Support workforce localization initiatives across various sectors and contribute to narrowing skills gaps and promoting career exploration.

Article Four

The university shall have one Applied College. It may establish branches thereof, or merge colleges or units within the university to form part of the Applied College. Such colleges or units shall be administratively and academically affiliated with, and operate under the supervision of, the Applied College, provided that a decision to this effect is issued by the competent university authority in accordance with the university's governing system, as follows:

Upon the proposal of the University Council, for universities operating under the provisions of the Higher Education and Universities Council System issued by Royal Decree No. (M/8) dated 04/06/1414 AH.

Upon the recommendation of the Board of Trustees based on a proposal from the University Council, for universities operating under the Universities System issued by Royal Decree No. (M/27) dated 02/03/1441 AH.

Article Five

A standing committee for the oversight and partnership of the Applied College ("the Committee") shall be established at the university, chaired by the University President and comprising the following members:

- a. The Vice President of the University, or the Vice President responsible for Academic Affairs.
- b. A representative from the Ministry of Human Resources and Social Development.
- c. A representative from a government sector relevant to the programs of the Applied College.
- d. A representative from the private sector with expertise relevant to the programs of the Applied College.
- e. A representative from the non-profit sector with expertise relevant to the programs of the Applied College.
- f. An additional representative from one of the sectors referred to in paragraphs (c), (d), or (e).
- g. The members referred to in paragraphs (c), (d), (e), and (f) shall be appointed by a decision of the University Council based on the nomination of the University President. Their term of membership shall be three years, renewable once.
- h. The Chief Executive Officer of the Applied College shall serve as the Secretary of the Committee.

Executive Rule

Subject to the provisions of this Article, if any member referred to in paragraphs (c), (d), (e), or (f) resigns or is otherwise unable to continue serving on the Committee, the University President shall nominate a replacement member, who shall be appointed by a decision of the University Council for the remainder of the predecessor's term.

Article Six

The Committee shall support strategic partnerships with the public sector, private sector, and non-profit sector, and enhance the role of the Applied College in meeting developmental requirements and the current and future

needs of the labor market at the regional and national levels, in terms of supply and demand. To achieve this, the Committee shall undertake the following:

- a. Follow up and coordinate with the University regarding the determination of admission numbers and target programs, with a view to directing students toward specializations that support workforce localization, in accordance with labor market supply and demand forecasting reports.
- b. Coordinate with sectors and entities concerned with workforce localization to secure the support required for the Applied College.
- c. Monitor the performance of the Applied College and its branches within the University and review their reports.
- d. Propose strategic partnerships with the public sector, private sector, and non-profit sector.
- e. Establish criteria for the selection and evaluation of the Chief Executive Officer, Deputy Chief Executive Officer, Assistant Chief Executive Officer, and Executive Directors.
- f. Propose the annual performance indicators and targets of the Applied College and submit them to the University Council for approval.

The Committee shall meet at least once every three months upon the invitation of the Committee Chair, and whenever necessary as determined by the Committee Chair.

Article Seven

The Applied College shall consist, as one of the university's organizational units, of the following:

1. The Executive Council of the Applied College.
2. The Chief Executive Officer of the Applied College.
3. Technical and specialized units according to the programs offered by the Applied College and in accordance with its approved organizational structure.
4. Administrative departments and supporting units approved under the organizational structure of the Applied College.

Executive Rule

Subject to the provisions of this Article, the organizational structure of the Applied College shall be as set forth in Appendix No. (1) of these Regulations.

Article Eight

1. The Executive Council of the Applied College shall be chaired by the Vice President of the University, or the Vice President responsible for Academic Affairs, and shall comprise the following members:
 - a. The Chief Executive Officer of the Applied College.
 - b. A faculty member of the university with expertise relevant to the programs of the Applied College.
 - c. Two representatives from the private sector with expertise relevant to the programs of the Applied College.
 - d. A representative from the non-profit sector with expertise relevant to the programs of the Applied College.
 - e. An expert in education and training programs and their quality assurance.

2. The members referred to in paragraphs (b), (c), (d), and (e) of this Article shall be appointed by a decision of the University Council based on the nomination of the University President. Their term of membership shall be three years, renewable once, provided that they are not members of the Standing Committee for the Oversight and Partnership of the Applied College.

Executive Rule

Subject to the provisions of this Article, if any member referred to in paragraphs (b), (c), (d), or (e) resigns or is otherwise unable to continue serving on the Council, the University President shall nominate a replacement member, who shall be appointed by a decision of the University Council for the remainder of the predecessor's term.

Article Nine

1. The Executive Council shall meet at least once every month upon the invitation of its Chair, and whenever necessary as determined by the Chair.
2. A meeting of the Executive Council shall be valid only if attended by at least two-thirds of its members, including the Chair or the Chair's delegate. Resolutions shall be adopted by a majority vote of the members present, and in the event of a tie, the side supported by the Chair of the meeting shall prevail.
3. Resolutions of the Executive Council shall become effective unless objected to by the University President within fifteen days from the date of receipt. If the University President objects to a resolution, it shall be referred to the Executive Council, together with the grounds for objection, for reconsideration. If the Executive Council maintains its position and does not approve the objection, the disputed resolution shall be referred to the University Council for consideration at its next regular or extraordinary meeting. The University Council may approve, amend, or revoke the resolution, and the decision of the University Council shall be final.
4. The Chair of the Executive Council may invite any person deemed appropriate to attend Council meetings without voting rights.

Article Ten

The Executive Council shall oversee the affairs of the Applied College within the university and, for that purpose, shall undertake the following:

1. Recommend approval of the draft strategic and annual plans of the Applied College and submit them to the University Council for approval.
2. Recommend approval of proposed programs and study plans for the Associate Diploma and Intermediate Diploma offered by the Applied College and submit them to the University President for approval.
3. Recommend approval of proposed applied educational and training courses offered by the Applied College and submit them to the University President for approval.
4. Ensure that the Applied College's programs and study plans comply with the Classification and the Framework and meet current and future labor market needs.
5. Endorse proposals for the amendment or discontinuation of diploma programs and study plans and submit them to the University President for approval.
6. Endorse proposals for the amendment or discontinuation of applied educational and training courses and submit them to the University President for approval.
7. Discuss the periodic and annual reports of the Applied College, as well as the annual report on the employment outcomes of graduates of the programs offered. Such reports shall be submitted to the

University Council, with a copy provided to the Standing Committee for the Oversight and Partnership of the Applied College.

8. Develop strategic partnerships with the public sector, private sector, and non-profit sector.
9. Recommend the appointment or contracting of faculty members and other personnel required by the Applied College who possess the necessary expertise and specialization, and submit such recommendations to the University President for completion of the required procedures in accordance with applicable regulations.
10. Propose academic regulations and procedures related to specialization within the Applied College, including admission, registration, add/drop procedures, course equivalency, and other academic matters, and submit them to the University Council for approval.
11. Propose criteria for selecting and identifying entities that may be engaged to operate the Applied College, or any of its programs or training courses, and submit such proposals to the University Council for consideration and approval.
12. Consider matters referred to it by the University Council, the Committee, or the University President, and provide recommendations thereon.
13. The Executive Council may establish standing or ad hoc committees from among its members or others and assign them specific tasks. It may also delegate certain powers to its Chair, provided that any decisions made pursuant to such delegation are recorded in the minutes of the Council's first subsequent meeting.

Executive Rule

Subject to the provisions of this Article, the remuneration of members of standing committees shall be determined in accordance with Article Fifty of the Regulations Governing the Affairs of Saudi University Personnel, including faculty members and those of equivalent status, issued under the Higher Education and Universities Council System by Royal Decree No. (M/8) dated 04/06/1414 AH.

Article Eleven

The Applied College shall have a Chief Executive Officer, who may be selected from among university personnel or from outside the university. The Chief Executive Officer shall be appointed by a decision of the University President, based on the nomination of the Executive Council, for a term of three years renewable once. The decision shall specify the Chief Executive Officer's remuneration and other financial benefits. The Chief Executive Officer shall be responsible for managing the academic, administrative, and financial affairs of the Applied College and shall, in particular, undertake the following:

1. Prepare the draft strategic and annual plans of the Applied College and submit them to the Executive Council.
2. Propose the programs and study plans for the Associate Diploma and Intermediate Diploma offered by the Applied College and submit them to the Executive Council.
3. Propose the applied educational and training programs and courses offered by the Applied College and submit them to the Executive Council.
4. Review the programs, study plans, and applied educational and training courses offered by the Applied College periodically and propose their amendment, discontinuation, or cancellation, and submit such proposals to the Executive Council.
5. Submit periodic and quarterly reports on the progress and performance of the Applied College, as well as a detailed annual report at the end of each academic year, to the Executive Council.

6. Propose the appointment or contracting of faculty members and other personnel required by the Applied College who possess the necessary expertise and specialization, and submit such proposals to the Executive Council.
7. Submit an annual report to the Executive Council on the employment outcomes of graduates of the programs offered.

Executive Rule

Subject to the provisions of this Article, the teaching load of the Chief Executive Officer, if selected from among university personnel, shall be determined in accordance with Article Forty-Two of the Regulations Governing the Affairs of Saudi University Personnel, including faculty members and those of equivalent status, issued under the Higher Education and Universities Council System by Royal Decree No. (M/8) dated 04/06/1414 AH.

Article Twelve

The Applied College shall have a Deputy Chief Executive Officer responsible for Academic Affairs and an Assistant Chief Executive Officer responsible for Support Services. Both may be selected from among university personnel or from outside the university. They shall be appointed by a decision of the University President, based on the nomination of the Chief Executive Officer and the recommendation of the Executive Council, for a term of three years renewable once. The decision shall specify their remuneration and financial benefits.

Executive Rule

Subject to the provisions of this Article, the teaching load of the Deputy Chief Executive Officer and the Assistant Chief Executive Officer, if selected from among university personnel, shall be determined in accordance with Article Forty-Two of the Regulations Governing the Affairs of Saudi University Personnel, including faculty members and those of equivalent status, issued under the Higher Education and Universities Council System by Royal Decree No. (M/8) dated 04/06/1414 AH.

Article Thirteen

Each branch of the Applied College shall have an Executive Director, who may be selected from among university personnel or from outside the university. The Executive Director shall be appointed by a decision of the University President, based on the nomination of the Chief Executive Officer and the recommendation of the Executive Council, for a term of three years renewable once. The decision shall specify the Executive Director's remuneration and financial benefits.

Executive Rule

Subject to the provisions of this Article, the teaching load of the Executive Director, if selected from among university personnel, shall be determined in accordance with Article Forty-Two of the Regulations Governing the Affairs of Saudi University Personnel, including faculty members and those of equivalent status, issued under the Higher Education and Universities Council System by Royal Decree No. (M/8) dated 04/06/1414 AH.

Article Fourteen

Subject to the provisions of Article Six of these Regulations, the resolutions issued by the Council of University Affairs, the requirements of national development, and the reports issued by the competent authorities regarding labor market supply and demand forecasting, the University Council shall, upon the recommendation of the Executive Council, determine the admission requirements and criteria, as well as the number of students who may be admitted to the Applied College.

Article Fifteen

The Applied College shall implement the academic procedures relating to enrolled students, including admission, registration, add/drop procedures, course equivalency, and other academic matters, in a manner that ensures students maintain the minimum academic course load. The Executive Rules of these Regulations shall specify the relevant controls and procedures. The Study and Examination Regulations for the University Stage issued by the Council of University Affairs Resolution No. (1/9/1444) dated 03/01/1444 AH, and any amendments thereto, shall apply to matters not expressly provided for in these Regulations.

Executive Rule

Subject to the provisions of this Article, the academic procedures at the Applied College shall be as follows:

1. The Executive Council shall exercise the powers of the College Council and Department Councils in accordance with the Study and Examination Regulations for the University Stage issued by the Council of University Affairs Resolution No. (1/9/1444) dated 03/01/1444 AH.
2. The Chief Executive Officer shall exercise the powers of the Dean of the College and the Head of Department in accordance with the Study and Examination Regulations for the University Stage issued by the Council of University Affairs Resolution No. (1/9/1444) dated 03/01/1444 AH.
3. Admission to the Applied College shall be conducted within the procedures and timeline established by the university for admission.
4. Registration, add/drop, transfer, and course equivalency procedures shall be conducted as follows:

First: Registration, Add/Drop

1. The minimum academic course load for a student shall be **nine (9) credit hours**, and the maximum shall be **eighteen (18) credit hours**, taking into account the student's cumulative GPA. The maximum course load for the summer semester shall be **nine (9) credit hours**.
2. With the approval of the Chief Executive Officer, the maximum course load for a graduating student may be increased to **twenty (20) credit hours** during a regular semester and **eleven (11) credit hours** during the summer semester.
3. A regular student shall be registered automatically unless their registration has been suspended. The minimum registration shall be deleted if the student does not confirm registration by accessing their study schedule through the electronic academic system portal by the end of the second week of the semester. In such a case, the student shall be deemed to have withdrawn from study.
4. A student may modify their registration by adding or dropping courses during the period specified by the Deanship of Admission and Registration.
5. The Applied College shall address students' registration status issues during the designated registration period.

Second: Transfer from Outside the University

A student may be transferred from outside the university in accordance with the following requirements:

1. The student must have studied at a university, college, faculty, or educational institution, provided that the foreign institution is recognized by the Ministry of Education and licensed by the competent educational authority in the country of study.
2. The student must not have been dismissed from the transferring institution for disciplinary reasons.
3. The number of credit hours studied by the transferring student at the Applied College must not be less than **60%** of the total credit hours required for the diploma.
4. The student must satisfy any additional transfer requirements from outside the university as determined by the Executive Council.

Third: Transfer from a College within the University to the Applied College, or from One Department of the Applied College to Another

A student may transfer from a college within the university to the Applied College, or from one department of the Applied College to another, in accordance with the requirements and controls determined by the Executive Council, provided that the number of transfers does not exceed **two (2)** during the student's academic career.

Fourth: Equivalency of Courses Studied by a Student Transferring from Outside the University

The Executive Council, or whomever it delegates, shall evaluate and grant equivalency for courses completed by a student at another university in accordance with the following requirements:

1. The student must have passed the course to be transferred with a grade of not less than **80%**, or its equivalent, and the number of credit/contact hours of the completed course must not be less than those of the course for which equivalency is sought.
2. The maximum number of credit hours that may be transferred from outside the university shall not exceed **40%** of the total credit hours required for graduation from the Applied College at Prince Sattam bin Abdulaziz University.
3. Courses transferred and granted equivalency shall be recorded in the student's academic record, including the grade obtained in each course; however, such grades shall not be included in the calculation of the cumulative GPA.
4. One academic semester shall be counted toward the student's maximum period of study for every **15 credit hours** granted equivalency.

Fifth: Equivalency of Courses Studied by a Student Transferring Within the University

The Executive Council, or whomever it delegates, shall evaluate and grant equivalency for courses completed by a student within the university in accordance with the following requirements:

1. The student must have passed the course to be transferred with a grade of not less than **80%**, or its equivalent, and the number of credit/contact hours of the completed course must not be less than those of the course for which equivalency is sought.
2. Courses transferred and granted equivalency shall be recorded in the student's academic record, including the grade obtained in each course; however, such grades shall not be included in the calculation of the cumulative GPA.
3. One academic semester shall be counted toward the student's maximum period of study for every **15 credit hours** granted equivalency.

Sixth: Academic Advancement (Bridging)

1. The applicant must hold a diploma awarded after at least one year of study beyond the General Secondary Education Certificate, and the awarding institution must be officially recognized in the Kingdom.
2. The applicant's cumulative GPA in the diploma program must not be less than **“Good”** or its equivalent.
3. The applicant must pass the admission test for the specialization determined by the College, in addition to any other standardized tests that may be required.
4. The applicant must successfully pass any examination and personal interview specified by the College.
5. Study in the Academic Advancement (Bridging) Program may be offered on a fee-paying basis, in accordance with the College's annual admission plan.
6. The courses in the study plan for students admitted to the Academic Advancement (Bridging) Program shall be distributed over one academic year or more, following the course equivalency process approved by the College.

Article Sixteen

Students enrolled in the Associate Diploma and Intermediate Diploma programs at the Applied College shall enjoy the same rights and be subject to the same obligations as students enrolled in university-level programs.

Article Seventeen

1. Without prejudice to the provisions of the Classification and the Framework, and in accordance with the regulations approved by the University Council upon the recommendation of the Executive Council, the University Council may, upon the recommendation of the Chief Executive Officer, award a student an **Associate Diploma** upon successful completion of a number of courses from the Intermediate Diploma program, even if such courses do not collectively satisfy the requirements for obtaining the Intermediate Diploma.
2. The Applied College may award a student a certificate evidencing successful completion of a number of Associate Diploma courses, even if such courses do not collectively qualify the student for the award of an Associate Diploma.

Executive Rule

Subject to the provisions of this Article, the Applied College may implement the following:

1. A student may be awarded an Associate Diploma after completing the courses of the **first, second, and third academic levels**.
2. A student may be awarded an Associate Diploma after completing the courses of the **first academic level**, provided that the total credit hours completed satisfy the requirements for an Associate Diploma as stipulated in the **National Qualifications Framework of the Kingdom of Saudi Arabia**, issued by the Board of Directors of the Education and Training Evaluation Commission at its first meeting of the second session held on **06/10/1441 AH**.
3. The Chief Executive Officer may award a student a certificate evidencing successful completion of several Associate Diploma courses, even if such courses do not collectively qualify the student for the award of an Associate Diploma, based on the student's academic record.

Article Eighteen

Subject to the regulations and bylaws applicable at the university, and any resolutions issued by the Council of University Affairs, the university may:

1. Charge fees for training courses offered by the Applied College to the public, sectors, or sponsoring entities, in accordance with the regulations established by the Council of University Affairs.
2. Charge fees for joint programs with educational and training institutions outside the Kingdom, provided that such institutions are licensed by the competent authority in the country of study or training, in accordance with the regulations established by the Council of University Affairs.
3. Enter into agreements with strategic partner entities to pay the fees for programs designated for such entities, in whole or in part.
4. Charge fees for professional certificates and licenses, provided that the university is not the issuing authority, and that such fees do not exceed their actual cost.

Any financial surpluses generated from the training courses and programs referred to in paragraphs (1), (2), and (3) of this Article shall be allocated to the development of the Applied College, its programs, facilities, and educational and training infrastructure.

Executive Rule

Subject to the provisions of this Article, financial surpluses shall be allocated as follows:

1. Any surpluses resulting from the Applied College's provision of the training courses and programs referred to in paragraphs (1), (2), and (3) shall be deposited into the **Alternative Revenues Account of Prince Sattam bin Abdulaziz University**.
2. Such surpluses shall be spent on the development of the College, its programs, facilities, and educational and training infrastructure, based on a proposal submitted by the Chief Executive Officer of the College, a recommendation from the Executive Council, and the approval of the University President.

Article Nineteen

The University President and the councils stipulated in these Regulations shall be accountable before the Council of University Affairs for the quality of the outputs of the Applied College and its programs, their alignment with labor market requirements and needs, and the achievement of the objectives of these Regulations.

Article Twenty

The University President and the councils referred to in these Regulations shall review and update, on an annual basis, the programs and courses offered by the Applied College in accordance with clear and specific indicators for assessing their relevance and quality, in a manner that meets the current and future needs of the labor market at the regional and national levels and achieves the objectives of these Regulations.

Article Twenty-One

Universities shall register the approved applied educational and training programs and courses offered by the Applied College to the public on the National E-Learning Platform designated for that purpose. They shall also benefit from the programs, courses, and local and international partnerships available through the platform, within the scope of the Applied College's activities, whether offered by universities or other educational institutions, by implementing and listing them on the platform.

Article Twenty-Two

Subject to the regulations and bylaws applicable at the university, and the controls, standards, and authorities approved by the University Council for the Executive Council and the Chief Executive Officer of the Applied College, the Applied College may, when offering its programs:

1. Outsource the operation of any of its programs, in whole or in part, to qualified entities.
2. Offer joint programs with other entities or educational or training institutions within or outside the Kingdom, provided that such entities are licensed by the competent authority in the country of study or training.

Article Twenty-Three

The Council of University Affairs shall determine the financial benefits of the Chair and members of the Standing Committee for the Oversight and Partnership of the Applied College, and of the Executive Council of the Applied College, as provided for in these Regulations.

Article Twenty-Four

The procedures for academic promotion of faculty members in the Applied College, and others holding equivalent positions, shall be conducted in accordance with the regulations governing faculty affairs in the university. Recommendations for promotion shall be submitted by the relevant academic department council within the university according to the candidate's academic specialization, and the procedures shall be completed through the competent university councils.

Article Twenty-Five

Each university council shall approve the Executive Rules of these Regulations.

Article Twenty-Six

In matters not specifically provided for in these Regulations, the provisions of the Higher Education and Universities Council System issued by Royal Decree No. (M/8) dated 04/06/1414 AH shall apply to universities governed by that system. The provisions of the Universities System issued by Royal Decree No. (M/27) dated 02/03/1441 AH shall apply to universities governed by that system, in addition to their respective bylaws and the regulations, bylaws, and decisions in force at the university.

Article Twenty-Seven

The Council of University Affairs shall have the authority to interpret these Regulations.

Article Twenty-Eight

These Regulations shall come into force at the beginning of the academic year 1444 AH, and shall supersede any provisions that conflict with them.