



New Faculty Handbook

Academic Year

2015 - 2016

Academic Semester

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1. INTRODUCTION

PMU endeavors to maintain diversity on campus. However, all faculty, staff, and students must respect the local Saudi culture and values and comply with PMU policies and regulations. Therefore there is a strong need to orient new faculty joining PMU so that they are acquainted with the local customs and traditions in addition to make them aware with what is expected of them as faculty in teaching, scholarly activity, and service to the university and to the community.

2. GENERAL OVERVIEW OF PMU

PMU opened its doors in September of 2006 with an initial intake of about 600 students and around 40 faculty members. The plan was to gradually increase the enrollment to around 5,500 students by 2015.

PMU VISION AND MISSION

The continuing rapid development of Saudi Arabia and the growth of various new sectors of the Kingdom's economy calls for the substantial number of graduates capable of leadership in diverse fields of business, engineering, information technology, culture, education, community development and public administration.

VISION

The vision of the founders for the university is to be a unique and distinguished higher education institution that participates in:

- Preparing future leaders in various fields of human knowledge and its application.
- Enriching and developing intelligence.
- Exploring innovative methodologies and technologies to achieve its objectives.
- Breaking the barrier between academic and business society.

MISSION

The university mission is to achieve the following objectives:

- Contribute to advancement of human intelligence and promulgation and development of knowledge.



- Prepare specialized candidates in various fields of human knowledge through utilizing modern technologies in the education process.
- Transform the graduate to play a pioneering and leading role in the community, enabling him or her to take responsibilities and contribute to solving problems through innovative thinking, collective work, reflection and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This is undertaken by maintaining effective participation and cooperation between the University and local business firms.
- Guide research activities to create solutions for persistent problems in surrounding communities, through applied research and technical consultation. The importance of performing basic scientific research for enriching human intelligence should not be neglected.
- Provide community service through continuous training and education.

DEFINING CHARACTERISTICS

LOCATION PMU is located on Half Moon Bay Road in a developing area near the coast at Al Khobar. The university's location is particularly appropriate to serving the business, industrial and community needs of the KSA.

FACILITIES The university campus has been designed with care to provide facilities for a full range of academic and student services in a manner that recognizes and maintains the cultural and religious values of the Kingdom.

The campus is symmetrically divided to provide facilities for male and female students. Each campus houses academic facilities for male instruction in the College of Engineering, the College of Business Administration, the College of Computer Engineering and Science, and the College of Sciences and Human Development. It also houses facilities for instruction in the Preparation Program and PMU Core Curriculum.

At the campus center, male and female students have access through separate entrances to food service at the university cafeteria. They also have access to resources through separate entrances to Learning Resources Center. Inside the LRC building, each gender has its own lobby, stacks, circulation/ reference desk, and study areas.



The main academic campus also contains athletic facilities. Faculty and student housing is currently under construction on a nearby parcel of land.

STUDENTS PMU admits students according to the Saudi Arabian governing rules and regulations of higher education without regard to nationality, geographical origin, or religion. Admission is only granted to students who can meet the competitive admission standards and pay the required fees. Most students are secondary school graduates from the KSA studying for the first university degree. Others include – employed persons with high-school certificates who wish to pursue further university studies; university graduates studying in selected master’s degree programs; individuals in the business community who wish to sharpen their competencies in specialized areas.

Genders: PMU admits both male and female students; however, the campus is divided into areas that maintain gender separation.

LEARNING DISTINCTIONS PMU prepares high quality graduates for employment in high demand fields in the Eastern Province. The university aims at educating the “whole” person; it recognizes that success in the world depends not only on knowledge of a specific academic discipline, but also on a broader set of skills and abilities.

Core Curriculum: PMU graduates are known by their distinctive competencies. The university has designated six core areas intended to ensure that PMU students possess knowledge and abilities to be successful in their chosen fields and to contribute to the development of the community and the Kingdom. The six PMU core competencies are –

- **Communication:** the ability to communicate effectively in both English and Arabic in professional and social situations.
- **Technological Competence:** the ability to use modern technologies to acquire information, communicate, solve problems, and produce intended results.



- **Critical Thinking and Problem Solving:** the ability to reason logically and creatively to make informed and responsible decisions and achieve intended goals.
- **Professional Competence:** the ability to perform professional responsibilities effectively in both local and international contexts.
- **Teamwork:** the ability to work effectively with others to accomplish tasks and achieve group goals.
- **Leadership:** the ability to be informed, effective, and responsible leaders in family, community, and the Kingdom.

3. INFORMATION TECHNOLOGY

A distinctive characteristic of PMU is its emphasis on the utilization of information technology resources throughout the institution, in all academic programs and courses, and in the management of PMU.

IT Vision PMU is renowned for the pervasive, ubiquitous use of state-of the-art information technologies that enable its learning-centered environment. The university is synonymous with and identified as the leading IT-based institution in the international region.

This IT Vision is supported by underlying values and principles:

- To serve the mission of the university.
- To preserve Saudi values.
- To help protect intellectual property.
- To be convenient, high-quality, and user-friendly.

The ultimate goal of this technology vision is to make it possible for PMU to create a learning-centered environment. The infusion of technology into the university environment enables students to obtain the information they need, when and where they need it, so they can effectively pursue their goals of academic excellence and professional competencies.

Through central to distinguishing the university from other institutions in the Kingdom, technology at the PMU is never an end unto itself. Technology is a tool that assists students



in building their professional competencies, abilities in critical thinking, skills in problem solving, and dedication to leadership and teamwork.

IT Mission: In order to achieve its vision of a technology-enabled, learning-centered environment, PMU developed a set of core technology competencies and areas of expertise:

- Infuse information and educational technologies into all curricula and learning programs.
- Ensure that the university administration utilizes an integrated management information system.
- Incorporate IT into the facility design.
- Focus IT services on employing contemporary technologies that keep up with the world's changing technology environment.

Using technology, PMU is able to tailor instruction and focus the development of competencies to each student's needs and abilities. The university provides skills and knowledge that foster independent learning during the university years and build permanent ethnic of learning. Technology enables faculty to enhance their own abilities, create richer learning experiences by bringing more resources into the classroom, and give students a more interactive learning experience. It helps instruct students in personal skills and capabilities as well as academic content. Finally, technology assists the university in creating an assessment process that not only measures what students already have achieved, but helps direct them to the capabilities they need to develop in the future.

IT Goals: PMU directs its efforts toward a number of targeted goals, each of which brings the university closer to achieving its mission and realizing its vision.

- Respect and advance Saudi cultural values in changing learning environment.
- Provide students with the superior technology infrastructure that equips them with the technology skills to function in the current and emerging working environments.
- Provide faculty with the superior technology infrastructure that enables them to excel in the delivery of effective instruction.
- Provide administrators with a cost effective, flexible, reliable, and secure I.T. environment that meets the business needs of the university.
- Provide technology tools to facilitate effective student support services.



- Provide an I.T. governance structure that includes university faculty, students, and staff as well as industry in a collaborative environment.

There are three major components of the Information Technology Infrastructure that faculty will need to interact with on a regular basis throughout your stay at PMU.

BLACKBOARD

Blackboard is the Prince Mohammed Bin Fahd University (PMU) central Learning Management System (LMS). It is a Web-based suite of software designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face in class teaching.

Blackboard Learn organizes your courses and delivers the tools you need to provide students with course materials, discussion forums, electronic announcements, virtual chat, online quizzes, and more.

It helps instructors to:

- Share learning resources (module outlines, lecture notes, assignment briefs etc.)
- communicate via announcements and email
- collaborate through discussion boards, blogs and wikis
- create online group work, take short answer tests and coursework electronically

To access PMU Blackboard:

- Log in to <https://bbappsrv.pmu.edu.sa/webapps/login> and will get a login screen.
- You will use the assigned username and password to login

BANNER

The Banner Faculty & Advisor Self-Service is a secure connection that allows Faculty and academic advisors to review their class load schedule, review the class roster for classes they are teaching and the ability to enter final grades.

The following features are available in the secure area of Faculty and Advisor Self-Service:

- Course Catalog

The Course Catalog provides a listing of all of your courses for a selected term. Users can learn what courses are offered and can access course descriptions and prerequisites.



- **Class Schedule**
The Class Schedule provides a listing of classes scheduled for the selected term. Users can access information about scheduled classes, including course descriptions, prerequisites and other requirements, instructors, and locations.
- **Faculty Information**
Users can access their class schedules in both a detail format and a weekly calendar format. They can also access detail and summary class lists and wait lists for their classes. They can view their assignments and enter syllabus and office hours' information.
- **Grades**
Instructors can enter final grades via Faculty and Advisor Self-Service.
- **Student Information**
Faculty members and advisors can view student information, including addresses, phone number, and e-mail addresses. They can also view a student's schedule and academic transcript.

ORACLE

What is SSHR? Oracle Self-Service Human Resources (SSHR) enables both employees and managers to participate in Human Resources management via a web browser. SSHR offers secure self-service business transactions and easy-to-use functionality.

This self service enables you as a faculty member to cut down on paper driven requests and place all your requests online and your ability to monitor the progress of your requests through the various approvals.

Employee Self Service Functions Overview:

- **All Actions Awaiting Your Attention:**
Self-service has functionality to save transactions at any point of time by using 'Save For later' button. You can resume your work from last saved point giving the flexibility to complete the transaction.
- **Personal Information:**
The Personal Information function enables employees to enter and update their own personal records. The Personal Information function can be used to update basic details such as Marital Status, Title, First and Last Name, Addresses, emergency Contacts, and Dependents and Beneficiaries.
- **My Information**



This function enables employees to view the read only information about himself/herself.

- **Resignation Request**
This function allow employee to initiate his/her resignation process.
- **Education and Qualifications**
This function allows users to add qualifications to an existing list of qualifications or to create a new list of qualifications. The user can also add, edit, and delete the major subjects for the qualifications. When the user has created or edited a qualification, the workflow submits the transaction for approval. If the transaction is awaiting approval, the user cannot edit the qualification until it has been approved or rejected by the approver.
- **Leave**
Allows user to apply Leave
- **Air Ticket**
Allows user to apply for annual ticket
- **Return From Leave**
This function allows user to intimate his /her joining date after he/she returns from the annual Leave. It requires approved leaves (For Staff Only)
- **Return From Leave for Faculty**
This function allows user to intimate his /her joining date after he/she returns from the annual Leave.
- **GR Services**
Allow user to apply for government relation department services in the system.
- **Payslip**
This function allows user to view his/her Payslip effective from the 1st payroll run in Oracle EBS.
- **Housing Loan**
This function allow user to apply for housing loan request.
- **Education Fees Reimbursement**
This function allow user to apply for education fees Reimbursement.
- **Grievance Request**
Allows user to apply particular Grievance in system and can check the status for the same.
- **Certificate Request**
This function allows user to apply for different certificate Request in system.

For any query or support related to Oracle SSHR please contact IT helpdesk at 8888. Or email us at ITD-EBS@pmu.edu.sa



NOTE: The Professional Development Center provides training on all of these modules as needed.

4. LEARNING RESOURCES CENTER

This facility and its programs provide a place, a professional staff, services, and tools for knowledge to complement the instruction in professional skills, theoretical structures, and methodologies that students learn through the university's academic disciplines. Unlike traditional libraries, the LRC is more than a library. It is a centralized place where both human and material resources are available to encourage learning. The staff of the LRC collaborates closely with academic faculty to ensure that the needs of both students and teachers are addressed.

The two major service programs offered by the LRC are the Library Services and Learning Services (which includes Learning Enrichment Services and Academic Advising Services).

The Library The traditional concept of libraries was to have vast print resources available for the clientele in the form of library stacks, periodicals, journals and newspapers and news magazines. However, the PMU library is more geared to the digital age with fewer print resources, but a vast amount of e-resources available online to faculty both on and off campus. The university subscribes to the Saudi Digital Library from which we have access to huge databases in all the fields covered by the appropriate programs offered at the university. Our faculty and students are not at any disadvantage compared to larger university in gaining access to the online resources.

Learning Enrichment Services Academic support services plays a very important role for both the struggling students who are failing their courses as well as for the advanced students who wish to expand their knowledge in specific areas. Academic support is provided largely in two specific areas of English and in Mathematics. Some faculty who do not have full instructional loads may be asked to provide tutoring for students. The two areas in which there is the greatest demand for tutoring is for writing English papers (essays, research papers etc), and for the early mathematics courses such as intermediate algebra, and introduction to Calculus.

Academic Advising Service One of the most important factors contributing to the retention of students is that of the role of the advisory service. Broadly speaking, the



academic advising vision builds on the university's vision and mission, seeing the academic teaching and learning/advising process in terms of cycles, the outcome of each cycle depends on the way in which it is approached. It is a cyclical never-ending process. The advisor acts as a guide and a facilitator who assists the advisees in making academic decisions whether it be for the program to follow or the courses to take.

5. PROFESSIONAL DEVELOPMENT CENTER

Twenty first century approaches to teaching and learning imply special responsibilities for both faculty and student. In this culture, faculty set high standards for mastery of information, as well as the analysis and evaluation of material. Faculty understand their students' backgrounds and learning styles, and they communicate clearly what students need to learn. Faculty insist on active student engagement in a spirit of inquiry and organize their class activities and assignments in order to promote active learning. Emerging standards for good practice in teaching and learning emphasize students' attainment of demonstrated competencies that integrate knowledge and skills from across the curriculum as the final indication of effectiveness.

At the heart of the Professional Development Center's role is the need to implant and institutionalize the effective practice of an outcomes-based pedagogy supported by the strategic integration of instructional technology.

- The Professional development program for faculty is designed to enhance the teaching effectiveness and scholarly growth of faculty. The Center exists to support broadly and specifically the professional growth of PMU personnel. It places special emphasis on skills and attitudes that are key to institutional goals. The center is the place where PMU faculty, professional staff, and administrators go for professional development advice, assistance, and objective diagnosis to support excellence in teaching. The Professional Development Center promotes the effective use of instructional technology to advance student learning, and uses these same technologies to further professional development. The center operates with the conviction that PMU is a learning community in which students, faculty, and all others are in pursuit of professional growth. Faculty will be expected and when necessary required, to make full use of the resources available to them through the PMU Professional Development Center.



This vision finds further expression in the following:

- The Professional Development Center leads in insisting on best practices in pedagogy and classroom management as an institutional standard in all classes at all times.
- The Professional Development Center is a resource for PMU administrators regarding the philosophical and practical implications of supervising a faculty that are expected to implement outcomes-based instruction.
- The Professional Development Center provides critical leadership in information technology as it supports learning outcomes at the individual courses and program level and the achievement of the integrative competencies that PMU requires of its graduates.

GOALS

The Professional Development Center goals include the following:

- Operate in a manner consistent with Saudi cultural values.
- Provide academic orientation services to all newly appointed PMU faculty, administrators, and staff.
- Support and provide resources for the efforts of academic units to implement cross-curricular coordination.
- Develop faculty to promote improved student learning in student-centered instruction and outcomes assessment
- Promote and provide resources for the strategic integration of instructional technology in all appropriate aspects of the PMU curriculum.
- Promote and provide ongoing faculty development through programs, workshops, one-on-one mentoring, and the facilitation of faculty collaboration supporting the scholarship of teaching and learning.
- Devise and help implement, in close collaboration with the Learning Resources Center, activities that support information literacy development.
- Develop and aid in the implementation of approaches and instruments for the assessment of learning outcomes.
- Provide special programming for administrators to enable them to better direct an institution founded on the precepts that guide PMU.
- Maintain an active professional enrichment program that promotes academic and intellectual excellence across the PMU learning community.



6. PMU STUDENT SUPPORT SERVICES

The Division of Student Affairs provides extra-curricular activities and services to PMU students in order to assist them in their academic pursuits. It also helps students achieve leadership skills, encourage community involvement, foster enhanced socialization, promote teamwork and lifelong learning as attributes necessary to compete in the global community of the 21st century. At the same time the division assists students with their choice for careers and encourages participation in activities designed to promote mental, spiritual and physical well-being. In conjunction with classroom learning, the division assists PMU graduates in becoming leaders in the Kingdom of Saudi Arabia (KSA).

VISION, MISSION, AND GOALS

Vision

The Division of Student Affairs plays a supportive role in assisting PMU to develop as a learning-centered university. It develops co-curricular activities for students designed to assist in their mastery of the six distinctive PMU competencies. It provides services in counseling, health care, and career services in order to promote student success. The division also encourages students to play a major role in developing activities and organizations and strives to engage students in other ways to enhance critical thinking, problem solving, and teamwork.

Mission

The mission of the Office of Student Affairs is to foster student learning and development by providing highest quality programs and services that enhance students' educational experiences and that prepare students to be contributing members of a global community.

Goals

The Division of Student Affairs:

- Seeks ways to engage students in university programs and activities.
- Develops programs and strategies that support classroom learning and foster students' attainment of the six core competencies: communication, technological competence,



- critical thinking and problem solving, professional competence, leadership and teamwork.
- Provides various venues that helps PMU achieve its goal of transforming the student into a “whole person,” with respect for the Saudi culture and values, as well as respect for himself/herself and others.
 - Develops partnerships with Saudi Arabian businesses and agencies in order to provide mentoring to students as they enter the university, as well as to create internships, works/study positions and eventually professional positions for PMU graduates.
 - Works diligently to assure that PMU students receive good minimal health care, and are encouraged to maintain mental and physical wellness, which are positive traits for professionals who contribute greatly to the KSA.

ORGANIZATIONAL STRUCTURE AND ADMINISTRATION

Three Departments Deliver Services

- **Student Life** provides programs designed to complement and enhance the student’s classroom learning experiences through on- and off-campus activities.
- **Career Services** assists students with the transition from education to work and graduates who need assistance in job transitions.
- **Health and Counseling Services** provides care and treatment in mental and physical health, respond to emergencies, and educate students toward wellness.

7. EVALUATION OF FACULTY

The primary purpose for evaluating faculty performance is to improve the quality of student learning. A secondary, but also essential, purpose is to provide a sound basis for making decisions about promotion, salary increases, and renewal of appointment. The faculty evaluation process shall occur on an annual basis starting in the second year of employment. The process includes self-evaluation, student evaluations, and evaluation by the Chair or Associate Chair. A comprehensive faculty evaluation report will be prepared by the Chair or Associate Chair and provided to the faculty member annually, and a copy will be kept on file by the Chair. This evaluation report shall consist of (1) a summary of



findings from the review of the professional portfolio, (2) a summary of student evaluation results, and (3) the chair's or associate chair's evaluation, in the form of a letter.

Criteria for Evaluation

The PMU is committed to educating the whole person, recognizing that success in the world depends not only on knowledge of a specific academic discipline, but also on a broader set of skills and abilities. Accordingly, part of the distinctive character of the PMU is its commitment to six basic learning outcomes or competencies that all students must meet in order to graduate. While all of the courses and programs of study at PMU are designed to instill and foster these competencies, it is acknowledged that students are most likely to achieve them as the result of seeing them exemplified in, and practiced by their teachers and mentors. For this reason, the focus of PMU's faculty evaluation plan, and the basis for measuring faculty achievement, shall be the extent to which the faculty member has demonstrated mastery of the six basic competencies within the three areas of faculty achievement – teaching, scholarly and creative activity, and service. .

Three Areas of Faculty Achievement

The primary areas of responsibility to which the PMU faculty member will devote his or her efforts are:

- **Teaching:** Including, but not limited to, instruction in the classroom, laboratory or other university settings; performing tasks auxiliary to teaching; advising students (for those faculty members who participate in the university's Academic Advising Services) and maintaining office hours in accordance with university guidelines.
- **Scholarly and Creative Activity:** Including, but not limited to, exploring, discovering, and creating new knowledge and possibilities for its application.
- **Service:** Including, but not limited to, serving on department, college, university, and *ad hoc* committees; performing administrative tasks when required or requested; using professional expertise to contribute to the welfare of the local and wider communities; and providing leadership and support within one's academic and professional discipline.



Self-Evaluation

Faculty self-evaluation consists of two components – the annual self-evaluation report and the professional portfolio.

Annual Self-Evaluation Report

Starting in the second year of employment and each year thereafter, by no later than the midpoint of the first semester, the faculty member will submit a self-evaluation report to the Chair or Associate Chair. In this report the faculty member will describe his or her activities and accomplishments in the areas of teaching, scholarly and creative activity, and service during the preceding year. All activities or accomplishments included in the report must be documented upon request by the Chair or Associate Chair.

Professional Portfolio

Starting in the second year of employment and each year thereafter, by no later than the midpoint of the first semester, the faculty member will make his or her professional portfolio available to the Chair or Associate Chair and to fellow faculty members as explained in the section below entitled *Portfolio Review*. Each faculty member should begin creating a portfolio during the first semester of employment, and it should be continually updated and maintained. The formal contents of the portfolio should include items that document the faculty member's professional development and achievement. The informal contents of the portfolio include anything else that the faculty member believes to be relevant and appropriate regarding his or her professional development.

Student Evaluations

Student evaluations are end-of-semester assessments of course content and instructional performance made by the students enrolled in the course. Student course evaluations will be conducted for all classes at the end of each semester.

The results of the course evaluations for a faculty member's classes are released to the faculty member after semester grades have been posted.

Evaluation by Chair or Associate Chair

Starting in the second year of employment and each year thereafter, by no later than the end of the first semester, using information from faculty members' self-evaluation reports, student evaluations, and personal observations, the Chair or Associate Chair will write a letter describing each faculty member's performance in the areas of teaching, scholarly and creative activity, and service during the preceding year. The primary aim of these letters



should be to foster improvement, and activities should be suggested for improving performance in specific areas where the need is indicated.

8. FACULTY PROMOTION

Promotion is advancement to a higher academic rank based on academic preparation, experience, and evidence of excellence in achievement and potential.

Eligibility for Promotion Consideration

The promotion of a faculty member may be from the rank of Instructor to Assistant Professor, Assistant Professor to Associate Professor, or Associate Professor to Professor. The minimum requirements to be considered for promotion to each rank are as follows:

- **Assistant Professor:** An assistant professor must have a doctorate in the teaching discipline from an accredited institution, and at least four years of college-level teaching experience.
- **Associate Professor:** An associate professor must have at least four years of experience as an assistant professor.
- **Professor:** A professor must have at least four years of experience as an associate professor.

Faculty Promotion Process

The faculty promotion process is an extension of the faculty evaluation process. As in the evaluation process, primary consideration is given to the candidate's achievements in the areas of teaching, scholarly and creative activity, and service. Also as in the evaluation process, a candidate's achievements in these three areas is considered in light of the degree to which they have demonstrated mastery of the six distinctive competencies (communication, technological competence, critical thinking and problem solving, professional competence, teamwork, and leadership) within those three areas. A detailed promotion process is included in the PMU Academic Policies.

9. FACULTY EXPECTATIONS AND RESPONSIBILITIES

Expectations and Responsibilities Related to Teaching

Faculty members have the primary teaching responsibilities for the courses in their college or program. These responsibilities include selecting texts, preparing course syllabi,



planning in-class activities, constructing student assessments, keeping grade records, supervising laboratory sessions, and holding regular office hours.

In addition, in both their professional and personal behavior, faculty members should demonstrate and model for their students the knowledge, abilities, and qualities of conduct and demeanor that the university strives to instill in all of its graduates.

In addition to modeling the six learning outcomes, the teacher should:

- Strive to be accurate, objective, and effective.
- In the classroom, address topics and present materials consistent with teaching assignments as defined in approved course objectives.
- Encourage students' learning by manifesting the best academic standards of one's discipline or profession. The appropriate role for the teacher, both in and out of the classroom, should be as intellectual guide, counselor, and mentor.
- Establish a relationship of mutual respect and trust with students. If problems arise between teacher and student, whether regarding instructional matters or interpersonal difficulties, both parties should attempt to resolve them through informal, direct discussions before seeking resolution elsewhere.
- Demonstrate honest academic conduct and require the same from students. The PMU expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain academic honesty and integrity in their academic experiences both in and out of the classroom. The best way to ensure that students will adopt and maintain such standards of academic integrity is for those standards to be modeled by their teachers.
- Assure that the evaluation of a student's academic performance reflects the student's true achievement, through the application of criteria appropriate to the field of study and the course.
- Assure that students are free to express their opinions openly and to exchange ideas without fear of retaliation.
- Never exploit students for private advantage of any type. All forms of discrimination or harassment should be avoided, with the understanding that bias of any kind threatens the integrity and effectiveness of the learning environment.
- Observe department, college, and university policies regarding such matters as the statement of course objectives, examinations, office hours, course evaluations, and any other matters related to one's teaching duties and responsibilities.



Expectations and Responsibilities Related to Scholarly and Creative Activity

The university's mission includes advancing and sharing knowledge for the improvement of public welfare. Accordingly, faculty members have a responsibility to engage in scholarly or creative activity, including the conduct of research, in their area of expertise. The faculty scholar should employ critical self-discipline and judgment in advancing, sharing, and using knowledge. The scholar should adhere to the highest standards of intellectual honesty in his or her own work, and when overseeing and evaluating the work of students and subordinates. Research and other scholarly and creative activity should be performed in a manner that is consistent with accepted standards of one's discipline, and with legal, professional, and university guidelines, policies, and regulations governing such work.

Expectations and Responsibilities Related to Service

Faculty members should contribute through service to the university, the local and wider communities, and their professional disciplines. Examples of service activities in which the faculty member might become involved include:

- Membership on department, college, university, and *ad hoc* committees.
- Teaching continuing education or other non-credit courses.
- Serving in an official capacity in a professional organization.
- Uncompensated consultation in one's area of expertise for public benefit.
- Sponsorship of student, professional, or honorary organizations.

Expectations and Responsibilities Related to Membership in the University and Wider Communities

The university community

As colleagues, faculty members have responsibilities that derive from common membership in an academic community. These include the responsibility to:

- Respect and defend the right to free inquiry and the expression of one's views.
- Acknowledge the contributions of colleagues and students to one's own work.
- Provide honest and objective appraisals, in accordance with established department, college, and university criteria, when evaluating the performance of colleagues.
- Promote collaboration and mutual support among colleagues.



The wider community

As a member of the wider community, the faculty member has the rights and responsibilities of any citizen. In exercising these rights, the faculty member should make it clear that he or she is acting as an individual, either as a scholar with a particular field of expertise, or as a private citizen.

Faculty members should always remember that others may identify them as associated with the university, and that the university may be judged by their actions. In most cases there is no conflict between exercising one's rights as a citizen and one's responsibilities as a member of the university community. But if one's activities as a citizen might interfere with faculty responsibilities, the faculty member should request a leave of absence, resign from his or her appointment, or limit those activities in order to avoid interfering with one's responsibilities as a member of the university community.

10. RESEARCH AT PMU

Our Core Value: Capitalizing on Intellectual Assets

Our Main Goal:

To contribute in shaping the future of KSA by advancing strategic applied research with societal impact.

Our approach:

- Breaking the Barriers between the Academic and Business Society
- Explore possibilities of establishing effective channels of communication between the industry and the academia
- Mapping the industrial problems with the academia solutions

Our ultimate targets:

- Stimulate the economic growth of KSA
- Diversify the sources of revenues of the Kingdom
- Ameliorate the well-being of the Saudi society



How important is research in PMU's institutional context?

PMU builds on its potential, entrepreneurial spirit to raise its research productivity in selected strategic fields of research pertaining to the trends of the KSA society and economy aiming to lead the University with a clear vision to be among the top research-oriented private universities in the Kingdom of Saudi Arabia (KSA).

What can you expect from PMU in terms of support to your research activities?

In achieving its mission, the Deanship of Research Development at PMU provides, nurtures, and supports research activities of PMU faculty. Assistance with grant proposal development, submission, and follow-up are integral roles in achieving its role.

- The University is also committed to integrate research with teaching and plays an important role in the development of undergraduate research which is an investment in the future of graduate education. This investment allows talented undergraduate students to learn about exploration, discovery, creation, innovation, advancement to be motivated to continue their studies at the master level. Our mission plays a greater role in building a brighter future in the KSA.
- PMU aims at improving the quantity and quality of the research production and productivity of the active researchers by offering internal grants for different types of research projects at the individual and team level. It dedicates a quite big budget for research and scholarly activities inductive to innovation and creativity. However, the research funding environment is highly competitive.
- Your proposal reflects your abilities as a researcher. Sloppy presentation can allow the reviewer to imagine that you are just as sloppy in your methodology.
- Begin preparing your application well in advance of the deadline for submission. Unforeseen problems will invariably arise and could result in a hasty application that jeopardizes your chances.
- It is always wise to have a critical set of eyes review your proposal before you submit it. Remember though that these people are also busy so you cannot assume that they can do an adequate job at a moment's notice.
- Funding opportunities information and changes to funding programs
- Provide access to resources for improved submissions
- Advise you on strategic preparation of submissions for funding
- Assist in development of efficient grant management
- Ensure that regulatory compliance requirements are met



- In the case of large initiatives, provide institutional support (financial, networking and liaison)
- Provide advice on intellectual property issues related to research
- Provide service to support our researchers, and facilitate their research and creative work
- Advice/assistance on preparation of grants/contracts
- Liaison with granting agencies (grants) and industry (contracts)
- Information on university research-related policies and procedures
- Administrative review of external research grant applications
- Peer/scientific pre- review of external research grant applications
- Using a multi-front approach, the DRD is determined to produce new applied knowledge and disseminate the results to the communities it serves. PMU will communicate your research achievements and success internally and externally.
- PMU recognizes the successes of the Researchers by **honoring** annually a distinguished faculty member of PMU in his field of specialization. To be able to receive the Best Researchers Award, self or peer nominations are accepted. The Award Committee will make a **quantitative judgment** based on the below factors where “applicable” in order to make a ranking and a recommendation to the Rector for his final decision. The quantitative judgment will be based on:
 - Originality and significance of his research (demonstrate how his research has contributed to advancing the boundaries of his discipline).
 - Research impacts (describe the impact and benefits of his research on the industry, society, or the culture and show evidence of the impacts on the Kingdom of Saudi Arabia).
 - Research rigor and quality (provide evidence of the sustained quality of his research and academic performance during his academic career; provide evidence that he is still an active researcher with sustainable productivity during the last two years).

What PMU expects from you as a scholar

- Keep us informed of your research interest, expertise, and activities to support you and to match you with Colleagues in the same discipline with the same interest or with other Colleagues to complement your research project (cross-disciplinary research and collaborative research are the international trends in research worldwide).
- Be passionate about research. Believe on its impact on teaching and on the whole Society by developing lifelong learners and better Citizens.



- Communicate early in your funding search so we can assist you during the process, not after.
- Ask for information you don't have .
- Take advantage of local review committee expertise.
- Attend proposal development workshops.
- Respect the deadlines (internal and external).
- Be aware of policies that affect you.
- Apply for the Seed Funds to get the necessary leverage to develop external grant proposals
- Network for large research projects with other Universities in the Eastern region, in the Kingdom, in the GCC (targeting Qatar Foundation and the Emirates Foundation to name the least.
- Let us help you celebrate! Let us help you to be more visible and to build a brighter career.

NOTE: For further details about research opportunities at PMU, please contact the office of the Dean of Research.

11. CODE OF CONDUCT FACULTY AND STAFF

PMU expects that all faculty and staff will conduct themselves in a highly professional manner at all times and serve as examples of appropriate behavior for all students. In addition, all faculty and staff are expected to understand, respect, and adhere to all PMU rules and regulations, as well as those of the Kingdom of Saudi Arabia.

Listed below are several standards of behavior that are imperative for employees to understand and to support. Failure to adhere to these conditions is grounds for disciplinary action, up to and including termination.

1. PMU prohibits any cohabitation with an employee and a member of the opposite sex, except with his or her lawful spouse.
2. PMU expects all employees and dependents to observe the dress code when appearing in public. The dress code for female employees will include traditional Kingdom attire such as abaya and head scarf. Failure to abide by these conditions will subject the employee to disciplinary action.



3. All employees are expected to maintain standards of conduct suitable and acceptable to work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct. Example of unacceptable conduct include, but are not limited to:

- All PMU buildings are non-smoking environments.
- Falsification of time sheets, personnel records, or other PMU records.
- Neglect of duties or wasting time during work hours.
- Bringing intoxicants or drugs onto the premises of PMU.
- Using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time.
- Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the institution.
- Creating or contributing to unhealthy or unsanitary conditions
- Violations of safety rules or accepted safety practices.
- Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct.
- Disorderly conduct, harassment of other employees (including sexual harassment), or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on the premises.
- Theft, dishonesty, or unauthorized use of institutional property including records and confidential information.
- Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations.
- Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, failure to report for work or to make appropriate contact with the supervisor to report an absence from work, or unavailability for work.

12. Code of Conduct for Male Faculty teaching Female Students

All Male faculty teaching female students should follow strictly certain rules and regulations while they are on the female campus and in the classroom.

All male faculty teaching female students should:

1. Go to the classroom on time and leave the female campus immediately after the class is over.



2. Adhere to the proper dress code and refrain from wearing casual dress such as training suits, shorts etc.
3. Not engage with female students in any activities other than the learning activities related to the course.
4. Not break formal barrier of communication with the female students and use informal methods including nicknames.
5. Not attend or participate in any gatherings or parties arranged by the female students.
6. Refrain from giving or receiving any personal gifts.
7. Not engage with female students in discussing personal matters.
8. Only use formal means of communications i.e. PMU email or Blackboard to communicate messages with the female students
9. Not use any musical instruments or engage in music in the classroom.

Report any misbehaviors incident by a female student to the Department Associate Chair who will refer the incident to the Director of Female Campus for Non Academic Affairs for further action if warranted.

13. CULTURAL ADAPTATION

What is Cultural Adaptation?

- It's blending into society
- It's breaching the real or imaginary boundaries that exist between cultures
- It's creating a bridge between the culture gap
- It's accepting different identities while keeping your own

The key factors contributing to Cultural Adaptation are awareness, getting information, accepting that there will be differences and respecting those differences. How would life be if we were all the same – culturally, intellectually, religiously, traditionally? How would we distinguish one from another?

The best way to alleviate culture shock is through careful preparation, visiting libraries which offer books and magazines on the region, or contacting individuals who were employed earlier

Some things that you may need to know about working in Saudi Arabia --

- Local language -- Arabic
- Information on Islam



- The Muslim calendar
- Prayers, their observance and why six prayers are shown in the newspapers
- Ramadan – The holy month, when it starts and ends, fasting
- What is meant by Halal or Haram

Behavioral Differences

- Possession of alcohol
- Selling or offering alcohol / pork
- Criticizing Islam
- Kissing a member of the opposite gender in public
- Having a dog in the car or having a dog in the same room while entertaining or conducting a business meeting

Clothing In Saudi Arabia

- On top: Non clingy attire covering the arms
- Ankle length dress or pant suits

Unacceptable Actions

- Photography – men do not photograph women in public places
- Bodily contact with the opposite gender
- Music in the classroom
- Exposed flesh
- Crossed legs especially showing the soles of the feet
- Beckoning with the fingers
- Shaking hands with men and women – usually not acceptable unless the women initiates the action
- Loss of temper

Other Incidentals

- Everyone bargains
- The importance of hospitality
- Invitations and attendance – generally it is better not to accept invitations to the homes of your students.
- Expect generosity

14. CONFLICT OF INTEREST

The following standards of conduct apply to employees of PMU.

Influence: No employee shall accept or solicit any gift, favor, or service that might



reasonably tend to influence him or her in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence his or her official conduct.

No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.

Confidentiality: No employee shall accept employment or engage in any business or professional activity which the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of his or her official position.

No employee shall disclose confidential information gained by reason of his or her official position or otherwise use such information for his or her personal gain or benefit.

Personal gain: No employee shall transact any business in his or her official capacity with any outside business entity of which the employee is an officer, agent, or member, or in which the employee owns a substantial interest.

No employee shall make personal investments which could reasonably be expected to create a substantial conflict between the employee's private interest and the university's interest.

Judgment: No employee shall accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's duties to the university.

15. USE OF UNIVERSITY PROPERTY

University property must be used only in the performance of university business, and may not be loaned to individuals, organizations, or faculty and staff members for personal use.

Personal use of university property is prohibited.

E-mail, telephone, Internet: Incidental use of university e-mail, a telephone to make a local call, or the Internet is permissible, provided that the use complies with university policies and does not result in additional cost to the university.

Removal of property: University property should not be removed from university premises for purposes other than university business. When it is necessary to remove



university property from university premises for official business reasons other than in connection with normal routine operations, the department head should secure and maintain a temporary receipt from the person having custody. The receipt should be returned to the person upon return of the equipment to the department.

Software: Employees who use software licensed to the university must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

Computer resources: An employee of the university shall be allowed to use computer resources in accordance with this and other applicable university policies. Incidental personal use of computer resources by employees is permitted. Such use will be subject to review and reasonable restrictions by the employee's supervisor; in compliance with adherence to applicable university policies and national law; and must not interfere with the employee's accomplishment of his or her job duties nor result in any additional costs to the university.

Students, including registered students as well as incoming students who have paid their fees, shall be allowed to use the university's computer resources for school-related and incidental personal purposes, subject to this policy and other applicable university policies; national and local law; and as long as personal use does not result in any additional costs to the university.

Personal gain: Transmitting to outsiders or otherwise using for personal gain university funded or supported property, work products, results, materials, property records, or information developed with university funding or other support is prohibited.

Using for personal gain or other unauthorized purposes, confidential or privileged information acquired in connection with the individual's university supported activities is prohibited.

Exceptions: Deviations from this policy require written approval of the appropriate vice rector.

16. Registration and Academic Regulations

Academic Advising Faculty Roles

Academic Advising Description/Definition



At PMU, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring that the advising partnership is successful.

What to Expect

Academic Advising is a relationship in which an advisor helps a student reach his/her academic goals through careful planning and course selection without unnecessary delays and expense. Students will want to work closely with an advisor to decide on and plan a program of study that will enable them to take appropriate courses in proper sequence to meet graduation requirements.

Demonstrating Achievement of Learning Outcomes

In order for advisees and their advisor to accurately measure and document the achievement of the learning outcomes for academic advising, the two will develop an on-going portfolio/record of advising work. This portfolio will consist of materials including educational plan, semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that both will develop together to demonstrate achievement of these outcomes.

Safe Zone

PMU advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, genders, races, cultures, and socio-economic statuses.



Advisee Responsibilities

Advisees have clear responsibilities in the advising partnership. In order to be successful advisees should:

- Be courteous and plan ahead. Schedule regular appointments early each semester and cancel or reschedule only if necessary. Simply not showing up for an appointment is unacceptable.
- Come to appointments prepared with questions and/or topics to discuss.
- Actively seek information to choose a major and/or career path.
- Learn how to interpret the catalog & BANNER reports as needed.
- Learn to utilize the BANNER student record system.
- Be open to developing and clarifying your personal interests, abilities, values, and goals.
- Research collegiate programs, policies, procedures, and opportunities as appropriate.
- Keep a record of personal academic progress and goals.
- Check your PMU email account daily and empty your trash bin.
- Accept responsibility for your decisions and your actions (or inactions) that affect educational progress and goals.

Advisor Responsibilities

Advisors are expected to:

- Treat advisees with respect.
- Be accessible for meeting with advisees during office hours, by appointment, telephone, or email.
- Encourage and guide advisees to define and develop clear and realistic educational goals.
- Provide a safe space in which to share advisees' thoughts, aspirations, concerns, and interests.
- Maintain confidentiality.
- Listen carefully to advisees' questions and concerns.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures through use of the catalog & BANNER reports.
- Monitor and accurately document advisees' progress toward meeting degree requirements.
- Assist advisees in gaining decision-making skills and in assuming responsibility for educational plans and decisions.
- Assist advisees in making course and major decisions.
- Encourage advisees to work closely with your professors/instructors.



- Provide educational resources and referrals when appropriate.
- Encourage advisees to participate in extra-curricular activities and events.

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at PMU, the advisee will:

- Decide upon and declare into a major as a freshman.
- Learn to calculate a grade point average.
- Develop an understanding of academic status and grade point average thresholds.
- Acquire an understanding of the PMU core education requirements.
- Develop an educational plan for successfully achieving goals and select courses each semester to progress toward fulfilling that educational plan.
- Utilize the resources and services on campus to assist in achieving academic, personal, and career goals.
- Investigate extra-curricular activities and events that will supplement the academic experience.

Student Attendance Policy Faculty Role

Attendance and participation in all class, studio, workshop, and laboratory sessions are essential to the process of education at PMU. Students benefit from the lectures and discussions with their instructors and fellow students. Lateness or absence hinders progress for the individual and the class and affects the student's grade.

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his or her attendance is less than 85% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to an examination due to excessive absences will be considered as having failed that course. A student who reaches 15% of unexcused absences before the tenth week of classes will be administratively withdrawn with a grade of W.

Excused absences may be allowed up to 30%, after which, if the total percentage of absences, excused and unexcused, reaches 30%, the student will be administratively withdrawn with a grade of W before the tenth week, or WP or WF after the tenth week- at the discretion of the course instructor.



University guidelines for lateness and attendance are as follows:

The specific application of the attendance guidelines is at the instructor's discretion. In general, however, the following guidelines apply:

- In the event a student misses 15% of the sessions in a class for any reason, the instructor may initiate Administrative Withdrawal of the student from the course.
- If the withdrawal is initiated before the end of the tenth week of class, a grade of W is entered on the student's record. This grade is not calculated in the GPA.
- If the withdrawal is initiated after the tenth week of class, a grade of WF or WP at the discretion of the instructor is entered on the student's record and is calculated in the GPA.
- In order to encourage student attendance and to minimize withdrawals, instructors are to keep accurate attendance records and to draw students' attention to attendance requirements. The instructor will also notify the Office of the Registrar at 3 stages:
 - At 5% to issue the first absence warning letter.
 - At 10% to issue the second warning letter.
 - At 15% to issue an administrative withdrawal if excuses are not warranted.
 - At 25% if excuses are warranted.
 - At 30% to issue an administrative withdrawal even when excuses are warranted.
- Instructors need not give substitute assignments or examinations to students who miss classes.
- Three occasions of lateness count as one absence. Lateness is defined by the individual instructor and announced in the course syllabi on Blackboard and verbally in the classroom.
- Students who have not attended classes but still appear on the class rosters are considered No Show students. It is the responsibility of the faculty to report no show students to the Registrar's Office immediately after the Add and Drop period as this will affect the financial records of the student. The student also holds responsibility to update his/her records with the Registrar's Office by dropping or withdrawing the course according to the dates announced in the Academic Calendar.

Absence calculations: Please refer to your department for accurate absence calculations depending on the course values

Exams Regulations



For each exam season, the Registrar's office sends the below policy reminder to all students. It is the faculty and proctors roles to ensure these policies are strictly implemented to avoid exams irregularities and safeguard the integrity of the examinations within their Department/College.

1. No student will be admitted to any exam without the PMU ID card. Students who lost or forgot their IDs will have to proceed to the ID office for a permit or a substitute ID to enter the exam.
2. No Cell Phones, handbags or other type of bags, books or notebooks permitted beside students inside the exam room; such personal belongings in the student possession during the exam constitute a breach to PMU exam policies. Students will be asked to place those belongings inside the examination room in one area strictly specified by the proctor
3. Female students must cover their hair and wear abayas during the final exam in the green zone. However, on the female campus, hair cover should not be kept on during an exam.
4. Sunglasses are prohibited inside the exam rooms
5. Speaking, commenting, or any sort of direct or indirect communication between students is strictly prohibited during exams
6. Students are expected to strictly comply to proctor's instructions at ALL times, with no discussion, comments or any sort of disruption to others
7. PMU officials may be checking students IDs throughout the examination period
8. Students are not allowed to leave the exam room before half the exam time has elapsed (e.g. if the exam time is 2 hours, the proctor will not allow you to leave before 1 hour has passed)
9. Students coming in late will not be allowed in after the first student has left (e.g. after half the exam time), NO EXTRA TIME will be given to any late comers
10. Students are required to minimize disruption to the instructor and other students, and are only allowed to raise their hand when they have a question, NOT CALL the instructor, NOR speak, nor ask another student.

Students not abiding by these rules will receive a note on their papers, and further measures may be taken.

17. Services from the Recruitment Office, HR and GR



Steps upon arrival

The recruitment office will inform your department, HR as well as payroll about your joining date.

Based on that please expect to be allocated:

1. An Office in your department
2. Complete office IT Assets
3. Basic Office supplies
4. PMU ID
5. An email Address
6. A Banner, Blackboard and Oracle account
7. A Bus Schedule

Do not hesitate to refer to Faculty Affairs or to the Recruitment Office to ensure your proper and comfortable start.

Documents to Submit to PMU

1. Original Passport to the Office of Faculty Affairs. The passport will be needed to issue your residency permit, and will be returned to you as soon as the process is completed. Please ensure you receive record of your passport submission duly signed by the receiving officer.
2. 2 colored passport-size photos to the Office of International Recruitment.
3. Original copy of authenticated employment contract, which was used in applying for your visa and you, will receive in return an identical one. In case your contract was retained by the embassy, please inform the Office of International Recruitment.
4. Original Degrees for verification only. The recruitment officer will complete your records by stamping the copies with “True Copy of Original” after checking your originals.
5. Proof of academic rank for the ranks of Associate and Full Professor. Employment certificates. Copies will be kept in your file and all originals should be returned to you.
6. Original invoices for the entire visa processing in your home country. Please ensure you keep copies of those for your reference.
7. Authenticated Marriage Certificate if applicable.
8. Copies of Passports of the dependents, if applicable
9. Letters from the recruiting agent if applicable.

Documents to Sign upon Joining:

1. Your Contract, and expect to receive a copy within the first week
2. Your Course Listing Sheet
3. Your Applicant Information Sheet



4. A Confirmation of your acknowledgement of the Code of Conduct
5. Your Request for Reimbursement
6. Your request for Cash Advance if desired

You have the right to request a copy of any document you are signing.

Medical Examination

All recruits are required to undergo a physical examination as soon as they arrive in the Kingdom. This is a pre-requisite in order to issue a Residential Permit.

Upon arrival, the recruitment office will organize your visit to the Clinic including appointment, transportation and any needed logistics. The results usually require a week in normal seasons. The results are a requirement for the residency permit.

The Residential Permit: Your “Iqama”:

Your sponsor (PMU) is required to register your passport within a few days of your arrival. Please submit your passport to the Faculty Affairs office to receive any of the following services:

- Issue your residential permit also called “iqama”.
- Renew your residential permit if expired.
- Receive a single/multiple exit and re-entry visas.
- Clearance process
- Final exit process

Kindly note that if your Iqama expires you won't be able to:

- Cross over borders.
- Buy or rent a car.
- Register a mobile phone with your name.
- Open a bank account.
- If you already have an account, it will be deactivated until your iqama is renewed.

Carry your Iqama as well as your ID card with you at all times. Your IQAMA is a proof that you are a legal resident in the Kingdom. A copy of your passport and a letter from the GR will also serve as your identification papers until the Residence Permit is issued.

The Exit- Re-entry, and the Final Exit:

All foreign residents and their dependents in KSA are required to have an exit re-entry visa before leaving KSA. The GR Office is the unit in charge of issuing you such permit. Please



enquire with the GR Office if your issued a single or multiple exit re-entry Visa. All multiple exit re-entry visas have expiration dates. Please ensure you are fully aware of this very important date to avoid being stuck inside or outside the Kingdom.

To leave KSA permanently, all foreign residents are required to have a Final Exit Permit, which is an online permit processed for you and your dependent by the GR Office as a form of clearance from your employer and other connections with Saudi institutions (Banks, accommodations, phone companies, electricity companies etc..)

Family Visas (Istiqdam)

If you arrived alone to KSA and want to bring your dependents, PMU GR office will process your Istiqdam request, provided your Iqama has been issued. Please ensure you provide the following:

1. Copies of Passports
2. Copies of Birth Certificates for Children under 18
3. Copy of marriage certificate for spouses
4. Legal custody documents for others (mother, father, step children, etc)

Family Visit Visas

Family members who were not issued dependent visas may be invited on visit visas, provided your Iqama has been issued. Please inquire with the GR Office about the requirements and application process.

Identification Card

You will be issued a PMU ID card after the orientation process and as soon as we get your blood group. The ID is an important document to carry at all times to access university facilities for security reasons. In case you lose your Iqama please inform the Faculty Affairs Office immediately and enquire about a replacement.

Mailing System

In case you have documents or other items mailed to you, please use the information below:

1. To receive mail through **ARAMEX, DHL, UPS, FedEx** or other courier, please inform the sender to use this address:



Name: (recipient's name)
PRINCE MOHAMMAD BIN FAHD UNIVERSITY
AL AZEZIYA, EASTERN PROVINCE KINGDOM OF SAUDI ARABIA
Tel: 00966138964554
00966138964559
Fax: 00966198964532

2. To receive mail through the **Post Office** please inform the sender to use this address:

Name: (recipient's name)
PRINCE MOHAMMAD BIN FAHD UNIVERSITY
P. O. Box - 1664
Al Khobar 31952
KINGDOM OF SAUDI ARABIA

Advise your correspondents not to send you unacceptable materials, drugs and other prohibited items. Bulky packages are subject to inspection by the Saudi Post Office. Any illegal items as per the Saudi Law will be destroyed and may subject the addressee to legal measures.

18 **PMU Policies Statement**

The policies and procedures practiced at PMU are maintained in the Policies and Procedures Manual. You are encouraged to become familiar with our policies. Refer back to the Chair of your department or College Dean for any inquiries. At any time, please consult the PMU website for a copy of the University Policies and Procedures.

19. **Useful PMU Contact Details**



#	Name	Details	Contact Information
1.	<u>Dr. Faisal Al Anezi</u> Dean, Faculty Affairs		falanezi@pmu.edu.sa
2.	<u>Mrs. Rania Sinno</u> Director, Faculty Recruitment		rsinno@pmu.edu.sa
3.	<u>Mr. Abdullah Al Haqqas</u> Director, HR Services		ahakkas@pmu.edu.sa
4.	<u>Mr. Rami Mansour</u> Director, Budgeting and Accounting		rmansour@pmu.edu.sa
5.	<u>Ms. Wafa Al Ghamdi</u> Faculty Affairs Coordinator	<i>Requests to: Issue Iqama, Renewal of Iqama, Multiple/Single Exit/Re-Entry Visa Request</i>	Tel: 013-849-9746 or extension 9746 from your IP phone wghamdi@pmu.edu.sa
6.	<u>IT Helpdesk</u>	<i>For office maintenance and requests, IT issues, and any emergencies</i>	013-849-8888 or extension 8888 from your IP phone IT-helpdesk@pmu.edu.sa
7.	<u>Payroll</u>	<i>Inquire about payroll and requests for bank transfers</i>	payroll@pmu.edu.sa
8.	<u>Housing Services</u>	<i>Housing Maintenance and related issues, compound transportation</i>	HousingServices@pmu.edu.sa

