



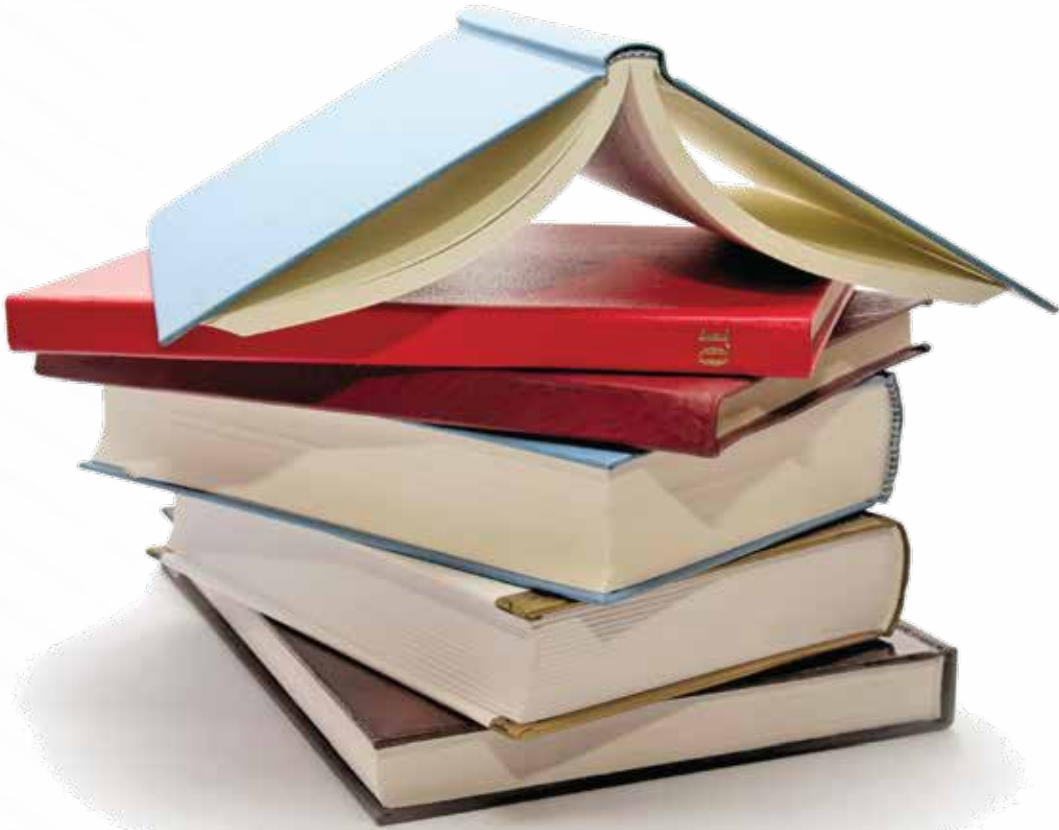
جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— أمانة المجلس العلمي —
The Secretariat of the Scientific Council

Academic Sabbatical

Executive and procedural rules Imam
Abdulrahman bin Faisal University

1440 H - 1441 H



MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

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First: Definition:

The academic sabbatical means exempting a faculty member from his academic duties at the college for a specified period for scientific research, for a scholarship, or to develop his educational skills or for applied practice, in a way that enables him to develop his capabilities and competencies in the field of His specialization is beneficial to the college and university.

Second: Objectives

Full-time leave is granted to faculty members at the university to enable them to:

1. Increase and develop their abilities to give effectively, whether in the educational process, scientific research, or service commitments towards the institution.
2. Benefit from the experience and expertise of others.
3. Finding opportunities for cooperation with higher education institutions and research centers.



Third: The regulations governing the affairs of Saudi faculty members in universities (for full-time studies)

Article 61:

It is permissible by a decision of the University Council based on a recommendation from the College Council, the specialized department and the Scientific Council that a faculty member obtains a sabbatical leave for an academic year after the lapse of five years from His appointment or his enjoyment of previous sabbatical leave, or for one academic period after the lapse of three years from his appointment or his enjoyment of a previous sabbatical leave, provided that this does not affect the progress of the educational process, and the secondment period is not counted within the required period.

The University Council sets the rules regulating the sabbatical leave based on the proposal of the Scientific Council.

Article 62:

A faculty member to be granted sabbatical leave the following conditions are required:

1. That sabbatical leaves not be granted to more than one faculty member or %10 of the faculty in each department in one year.
2. The faculty member must submit a scientific program that he intends to complete during his sabbatical leave.

Article 63: The following shall

be paid to the licensee with a sabbatical leave:

1. His full salary and the monthly transportation allowance for the entire period.
2. Air tickets for him, his wife, his children under the age of eighteen, and his dependent daughters.
3. The book allowance paid to university envoys for postgraduate studies.
4. Scientific research expenses, which are estimated on a case-by-case basis by a decision of the Scientific Council.
5. The treatment expenses for those who spend their leave outside the Kingdom for themselves and their family within the limits of five thousand riyals if he is alone and ten thousand riyals if accompanied by their family, and half of that for those who are granted leave for one semester.
6. A full-time allowance for doctors from among the faculty members in return for their full-time and overtime hours of not less than three hours per day, including Thursday work, so that it is not less than three thousand riyals as a minimum if the leave is in government hospitals inside the Kingdom.



Article 64:

The holder of a sabbatical leave may not be loaned or delegated, nor may he be bound by a contract of work or consultancy.

Article 65:


The full-time employee is obligated to implement what he is devoted to under the scientific program approved by the University Council. He must, within a maximum period of time at the end of the semester following the end of the sabbatical leave, submit to the department council a detailed report on his achievements during the sabbatical. Copies of the scientific work he has completed in preparation for submission to them are attached to the report. College Council and then the Scientific Council.

Fourth: Executive and procedural rules

(for Articles 61 of the regulations governing the affairs of Saudi faculty members in universities)

Article 1: Detailed terms and conditions:

1. The applicant must have spent the statutory period for entitlement to sabbatical leave from his appointment or he has enjoyed a previous sabbatical leave, and the secondment period and the like are not counted within the required period
2. For purposes of applying for a sabbatical leave, the period the applicant spends in his job scientifically is considered, even if he has not been appointed or promoted to it.
3. The applicant must have completed research published or accepted for publication in a refereed scientific journal at his current rank. After his last scientific sabbatical or scientific contact he obtained.
4. Those who perform the candidate's work during the sabbatical period should be proud of the scientific department, and it must be ensured that the full-time teaching burden is not occupied by contracting, delegating, or withholding certain academic courses or financial obligations in exchange for assigning others to carry out the work.
5. A faculty member presents a scientific program in his field of specialization (scientific research, book writing, book translation, heritage works investigation) that he is committed to achieving while enjoying a sabbatical leave.
6. The beginning of the sabbatical leave should be with the beginning of the academic year.
7. The candidate has fulfilled his previous obligations in terms of full-time or scientific contact.
8. The candidate should not be under disciplinary accountability, or if a disciplinary decision was issued against him by the university administration.



9. It is required that the sabbatical leave applicant be fluent in the language of the country in which he intends to spend his sabbatical leave or the English language. The sabbatical leave in the foreign country should not be less than one academic year.

10. For academic sabbaticals within the school, it is required to spend the sabbatical at Imam Abdul Rahman bin Faisal University or in another scientific institution of its level.

11. The licensee is obliged to take a sabbatical leave in the scientific program and fully devote it to it, and not to change the place scheduled for the sabbatical except with the approval of the university, and this does not include temporary transfer for research.

12. It is not permissible for a faculty member associated with a funded research project to obtain a sabbatical leave before completing his research or approval of that by the organization funding the research.

Article 2: Nomination and differentiation criteria:

1. Preference is given to full-time applications for an academic year.
 - a. Priority for obtaining sabbatical licenses shall be given to those who have not previously obtained sabbatical licenses, or at least in the number of times they obtained it.
2. Those who did not accept to exceed the permissible percentage shall be given preference in the following year, provided that the basic conditions are met.
3. In the comparison, the following criteria shall be taken, and not exceeding the points allocated to it as a maximum:
 - A- The scientific program of the sabbatical leave and its quality to achieve the objectives of the department and the college (minimum nomination points 5 out of 10 points) (10 points)
 - B- Published research or Accepted for publication, books, and refereed works during the last two years when differentiating (by 2 points for each work) (10 points)
 - c- Awards for excellence in scientific research, teaching or community service. (10 points)
 - D- Students' evaluation of the applicant's performance during the last two years in comparison. (10 points)
 - E- The evaluation of the head of the department/director of the center for the applicant during the last two years in the comparison (includes the teaching load, academic supervision, office hours, attendance at department and committee sessions). (5 points)
 - f- The evaluation of the dean of the college or institute/director of the center for the applicant during the last two years when differentiating (includes the applicant's activity in the college committees and community service) (5 points)
 - g- Administrative work (University Vice Presidency 5 points, Deanship of the College/Institute 4 points, Vice Deanship/Deanship/Institute or Department Head or any similar administrative work 3 points). (10 points)

Article 3: Required Documents

A faculty member submits a sabbatical leave application to the department council. The application includes the following:

1. Sabbatical leave application form.
2. Sabbatical program by Article 7 of these rules.
3. Acceptance letter from the host party indicating the amount of fees, if any.
4. A copy of the decision of the Scientific Council approving the latest report from a scientific branch license.
5. A copy of the decision to appoint a substitute supervisor for scientific theses, if any.
6. Boarding Request Form.
7. Sabbatical decisions, scientific communication/secondment (indicating the duration/beginning and end of the loan, if any)

Article 4: Procedures

1. The application must meet the conditions, documents, standards and forms stipulated in these rules.
2. The department council makes a comparison if a number higher than the percentage allowed in Article (62) of the bylaw is submitted.
3. The department council considers sabbatical applications during the first semester of each year, and the request is submitted after the comparison is made to the college council during the third week of the second semester.
4. The College Council considers sabbatical applications for all applicants based on the recommendations of the department councils and conducts comparisons according to the criteria and opportunities set by the Scientific Council.
5. Academic sabbatical applications from faculties are sent to the Scientific Council in one payment annually, up to a maximum of the seventh week of the second semester of each academic year.
6. The Scientific Council considers sabbatical leave applications based on the recommendations of the department and college councils and by the standards, instructions and opportunities allocated to each college and submits its recommendation to the University Council.
7. It is permissible to apply for a sabbatical leave six months before the date of the entitlement, provided that it does not start until after the lapse of the specified period stipulated in Article 61 of the regulations governing the affairs of Saudi faculty members in universities.

Article 5: Financial Provisions

1. Fees (if any) and boarding allowances (travel tickets) are disbursed following the instructions approved by the Scientific Council in light of the university's budget and capabilities instructions.
2. A person who agrees to a full-time scientific study will be given an air ticket for him, his wife, his children under the age of eighteen, and his dependent daughters, with a maximum limit of one hundred and fifty thousand riyals.
3. The number of destinations for which the sabbatical will be spent should not exceed one destination (outside the Kingdom), and more destinations can be considered if sufficient justifications are found.
4. It is required that the sabbatical trip to the university or scientific bodies outside the Kingdom be on one itinerary. from the University.
5. The person who is licensed for a sabbatical leave abroad shall be paid the treatment expenses for him and his family following the official and statutory documents within the limits of the amounts referred to in Article (5/63) of these regulations.
6. The sabbatical leave licensee shall return all amounts spent on him during the sabbatical period, including his salary and allowances in the following cases:
 - A. If he interrupts his sabbatical leave without an excuse accepted by the Scientific Council.
 - B. If he delays returning to the university after the end of his academic sabbatical for more than half a month without an excuse accepted by the university.

Article 6: Interrupting / Postponing / Changing the Date and Place of (Scientific Sabbatical)

1. An employee may not interrupt his sabbatical leave except for emergency reasons approved by the Scientific Council based on the recommendation of the concerned department and college councils, then the sabbatical leave can be resumed with the approval of the host.
2. If the licensee discontinues his sabbatical leave without an acceptable excuse, the Scientific Council may take the necessary action from postponing or withholding a faculty member's request for a sabbatical leave or a subsequent scientific contact, and he will be held accountable in accordance with the rules and regulations.
3. When assigning someone who has been approved to sabbatical to carry out an administrative work to serve the university or the Ministry of Higher Education, the sabbatical may be postponed until the assignment period has expired.
4. A full-time cancellation request can be accepted when there are sufficient justifications by a decision of the University Council based on a recommendation from the Scientific Council.
5. A faculty member may request a postponement of the beginning of the sabbatical leave, provided that he submits the request explaining the reasons and justifications for the postponement request to the head of the department before the start date of the sabbatical, which was approved by the University Council. The academic year, provided that the new start is the beginning of the next academic year, and if it exceeds that, the basic application will be cancelled.
6. The holder of a sabbatical leave for an academic year and has submitted a request to postpone its beginning, the approval to postpone it is at a maximum for the next academic year.
7. The holder of a sabbatical leave for a semester and has submitted a request to postpone its beginning, the approval to postpone it is for a maximum of the following semester, and if this exceeds that, the basic request is canceled unless the postponement is based on the university's need.
8. Those who have obtained a sabbatical leave for one academic year and stopped sabbatical before the end of the first semester of their sabbatical, shall be submitted to the University Council by calculating the duration of the leave for one semester, and the rest of the period shall be cancelled, and he shall return to his work.

Article 7: The scientific program for

the sabbatical leave The applicant for the sabbatical leave must submit a detailed scientific program of what he intends to accomplish during the sabbatical leave. The program must contain the following:

- A. An introduction explaining the importance of the program.
- B. Descriptive description of the program.
- C. Details of the proposed budget and other sources of funding.
- D. The financial needs required by the Scientific Council.
- E. The proposed time period.
- F. Determining the universities or entities in which the sabbatical leave will be spent, with the need to attach approvals.
- G. It is required to fill out the form prepared for this.

Article 8: Report on sabbatical

1. leave The report is copies of the scientific work that he has completed in preparation for submission to the College Council and then to the Scientific Council.
2. The department council studies the report in light of the scientific program approved by the university council and makes sure that the faculty member has fulfilled his obligations and recommends submitting the report and a copy of the scientific work completed by the full-time member to the college council.
3. The department may request the licensee for a sabbatical leave, and after the sabbatical leave ends, to give a lecture in the department summarizing and discussing what has been accomplished.
4. The college council studies the report in light of the scientific program approved by the university council and gives the report the assessment it deserves (satisfactory or unsatisfactory), then the college dean submits the report with a copy of the work he has accomplished to the scientific council.
5. The Scientific Council evaluates the report and the achievements submitted by the faculty member in light of the recommendations of the department and college councils and issues a decision in this regard.
6. The Scientific Council may take what it deems appropriate to postpone or withhold a faculty member's request for sabbatical leave or scientific contact, in the following cases:
 - a. A - Non-approval of the sabbatical leave report.
 - b. B- What he accomplished differs from the basic plan approved by the Council.
 - c. C- Delay in submitting the required report.
 - d. And he may refer him to accountability following the rules and regulations when he fails to fulfill his commitment.

Article 9: General Provisions

The executive rules regulating the sabbatical leave have been established based on Articles (65-61) of the regulations governing the affairs of Saudi university affiliates, including faculty members and the like, and the Scientific Council has the right to interpret what it sees as these rules.

Fifth: Forms for sabbatical

1. leave Dean's letter form to request sabbatical leave (Form 1/4-)
2. Sabbatical leave application form for the applicant (Form – 3/4 – 2/4 two pages)
3. Form of opportunities obtained by the candidate during the last two years (Form - 4/4)
4. Curriculum vitae,
5. letter of approval by the authority to spend the sabbatical.
6. A copy of the scientific council's decision stating that the applicant's obligations have been fulfilled in full-time or previous scientific contact, if any.
7. Secondment decisions/documents explaining the loan period (beginning and end, if any)
8. A copy of the academic file.

Fifth: Sources

1. The Higher Education and Universities Council System and its Bylaws, Third Edition 1428 AH/
2. 2007AD Executive and Procedural Rules for Sabbatical at King Faisal University 1423/1422 AH
3. Executive and Procedural Rules for Sabbatical at King Saud University.
4. Executive and procedural rules for sabbatical at King Abdulaziz University.



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