

## **Regulation of Non-Saudi Recruitment at Universities**

Issued by the Higher Education Council Resolution No. (3/4/1417 H) in the (Fourth) session of the Higher Education Council held on 7/2/1417 H endorsed by the approval of the Custodian of the Two Holy Mosques, Prime Minister, and President of the Higher Education Council, in the Telegram No. (7/b/16785) dated 4/11/1417 H.

### **Text of Higher Education Council Resolution No. (3/4/1417 H)**

The Higher Education Council in accordance with the provisions of Paragraph (7) of Article (15) of the Statutes of the Higher Education Council and Universities stipulating that the Higher Education Council is authorized to issue regulations governing the affairs of University careers of Saudi personnel and Contracted Parties including teaching staff including their salaries, remunerations, and allowances after being prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Auditing Bureau of the Civil Services Office After reviewing the memorandum of the General Secretariat of the Higher Education Council on this matter, and having reviewed the draft regulations for non-Saudi recruitment at universities attached with the overview memorandum, the Council decrees the following:

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- Approval of the Regulations for Non-Saudi Recruitment at Universities according to the form attached to this Resolution.

### Definitions

#### Article 1:

Definitions stated in these Regulations have the following meanings:

1. Contracted Party: A non-Saudi who works at universities under a contract in accordance with these Regulations.
2. Residence: The country of which the Contracted Party holds his/her nationality and the country in which the Contracted Party lives at the time of contracting might be considered as a residence if the residence period exceeded two successive years.
3. Year: Twelve Hijri months unless otherwise stated.
4. Month: Thirty days unless otherwise stated.
5. Personal contracting: Not to be seconded from her/his University or any other entity.

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### **Article 2:**

**The provisions of these Regulations shall apply to the following categories:**

1. Teaching staff, lecturers, language instructors and assistant professors.
2. Teaching Staff who is researchers and their assistants as well as technicians holding BA degree and beyond who are contracted as a researcher, assistant researcher or technicians on the sixth rank or higher. Their work is directly related to teaching and the University Council, in exceptional cases, might disregard this condition.
3. Doctors and workers in medical specializations.
4. Engineers.
5. Workers in specialized fields.
6. Workers in administrative fields and desk work.
7. Assistant technicians and craftsmen.
8. Teachers at schools and institutions below university level.

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### **Article 3:**

The contracts drafting is in accordance with the form attached to these regulations - Appendix (2). The University may add items to the terms of the contract to serve public interest and in agreement with these regulations.

### **Recruitment**

### **Article 4:**

#### **Recruitment Requirement:**

1. Availability of a vacant job accredited in the budget or having a fund specified for the recruitment within the lump sum salary item.
2. There is no qualified citizen qualified for the position.
3. Availability of a description of the job's duties and responsibilities including the minimum qualifications required for the job.

### **Article 5:**

The Contracted Party shall meet the following requirements:

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1. The Contracted Party has completed twenty years and has not exceeded sixty years of the Gregorian Calendar, and the University Council may extend the maximum age limit to ten years for the professors and associate professors and five years for assistant professors upon the recommendation of the Department and College Councils and three years for other categories upon the recommendation of their place of work.
2. The Contracted Party must be medically fit for the job according to a recent medical certificate issued from a medical entity approved by the University.
3. The Contracted Party must be of good conduct and reputation.
4. The Contracted Party must have the qualifications required for the job.
5. The Contracted Party must not enter into contract with another entity in the Kingdom.
6. The Contracted Party should be ready for a full-time work at the University.

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### **Article 6:**

The contract shall be entered into for a period of one year or less or more. The contract shall be renewable such as its period or the period specified by the University.

### **Article 7:**

Period of the contract commences from the day on which the Contracted Party leaves from his/her residence for his/her place of work in the Kingdom using the shortest way, provided that the period between the departure of residence and applying for work does not exceed three days and does not precede the start of the contract date specified by the University, or from the day on which the Contracted Party is applying for his/her work in accordance with the University instructions, if he/she is a resident in the country where the job is located and where the contract is signed.

## **Salaries and Bonuses**

### **Article 8:**

1. Salaries are determined in accordance with the Tabled stated in Appendix no. (1) attached to these Regulations after specifying

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the Table suitable for the job for which the contract will be signed and the instructions attached to each Table are considered a complementary part hereto. The University may sign contracts with a salary less than that included in the above-mentioned Tables if both parties agree to it.

2. After the University approves the promotion of a teaching staff from outside the University from one scientific degree to a higher degree, he/she may be given, upon renewing the contract, the salary assigned for the promoted rank. If his/her salary before obtaining the promotion exceeds or equals the beginning of the salary of the promoted rank, it is permissible to give the salary that increases directly the salary of the previous rank as well as the annual premium of the rank to which he/she has been promoted shall be prohibited upon renewing the contract.
3. A contracted party who is not a member of teaching staff, lecturers and assistant professors, upon renewing a contract, might be promoted to a higher rank within the same category if he/she fulfills the necessary requirements.

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4. The University Council may, when Contracted Party reaches the last basic salary set for the rank he/she is appointed at, grant him/her premium assigned to that rank after every two years upon the recommendation of his/her Head.

### **Article 9:**

1. The University Council may increase the specified salaries in accordance with the payroll up to a maximum of 50% of the salary due to the Contracted Parties from Europe, America or any advanced country determined by the University Council.
2. The University Council may enter into contracts with those of rare specializations, scientific reputation, experience, high skill or excellent qualifications acquired by one of the well-known universities of teaching staff and the like, as well as physicians with a maximum increase of 100% of the salary due. Upon agreement with the General Auditing Bureau of the Civil Services Office, Head of the University Council may apply the provisions of this paragraph to other categories.
3. Upon the approval of the University Council and the recommendation of the Scientific Council, it is permissible to



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enter into contracts with those of distinguished scientific reputation and experience to work as teaching staff regardless of the specified scientific requirements for recruitment.

### **Article 10:**

1. The Contracted Party, whether a teaching staff, language instructors, lecturers, or assistant professors, with previous university teaching experience after obtaining his/her degree or title, shall receive annual allowances according to the payroll stated in appendix (1).
2. Years of experience other than university teaching may be considered for teaching staff, language instructors, lecturers and assistant professors if it is in field of specialization and after obtaining the educational qualification according to which the contract was signed. For two years, a year shall be counted for recruitment or promotion purposes upon a resolution issued by the Scientific Council and a recommendation from the concerned College Council.
3. Upon signing the contract, years of experience shall be counted for employees other than teaching staff, lecturers, language

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instructors and assistant professors after obtaining the last academic qualification. Subsequent sessions in the specialization shall be counted on the basis of its duration and the term of session and the term of service are not to be combined, provided that the University should approve the body issuing the experience certificate and qualification.

### **Article 11:**

Years of experience of those who are contracted from categories specified in Article (2) of these Regulations shall be counted up to a maximum of five years upon the commencement date of the contract. In exceptional cases, the University Council may disregard such requirement up to a maximum of fifteen years.

### **Article 12:**

The Contracted Party who holds a higher qualification which is related to the nature of job specified in the contract may be given annual premiums equivalent to the number of the years of study than the higher qualification of the job specified in the contract so that the premiums do not exceed two premiums with a maximum of two for the study period between BA and MA degrees and three annual

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premiums for the study period between MA and PhD degrees and fives annual premiums for the study period between BA and PhD degrees according to the payroll stated in Appendix (1) for the job specified in the contract.

### **Article 13:**

The Contracted party may be given an annual premium not exceeding 50% of the salary and does not exceed that which is specified in the payroll for each category. The Contracted Party who has completed one year for this purpose shall be deemed to have spent ten and half months of his/her previous contract period whose period is linked to the academic year.

### **Article 14:**

Seizing the Contracted Party's salary is not permitted unless a decree is issued by a relevant authority in accordance with the law. The Rector may, without the need for any procedures, deduct any amounts due to the State given by the Contracted Party from any amounts due to him/her before the University. Other than the expenditure debt, the monthly-seized amount should not exceed one-third of the salary. If

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there is a contention, the priority is for the expenditure debt then the State's dues.

### Working Hours Required

#### Article 15:

1. Teaching staff, lecturers, assistant professors and language instructors shall spend forty hours weekly in teaching, research, academic guidance and other administrative and academic works assigned by the concerned bodies at the University.
2. Other University staff spend forty eight (48) hours weekly for teaching, research and training duties as assigned by the concerned bodies at the University. Individuals working in hospitals are assigned a maximum of (55) hours per week.  
  
The University may, in accordance with the requirements of the Labor Department, set the beginning and end of the daily working hours as a whole or in part.
3. The contracting teaching staff and the like, regarding the teaching quorum hours and rules of remunerations given for extra teaching hours shall be treated as Saudi teaching staff.

## Allowance and Compensation

### Article 16:

1. Teaching staff and the like, working in their fields of specialization, may be granted a rare-specialty-allowance by the University Council with a maximum of 30% of the job starting salary specified for the job. The University Council shall determine such specializations and the rare-specialty-allowance, provided that the rare allowance and the provisions of paragraphs (1) and (2) of Article (9) are not combined.
2. The University Council may grant physicians, dentists who are members of teaching staff, lecturers, assistant professors, and research assistants working in hospitals a hospital-work-allowance for the required extra hours according to law, if they spend such hours, with a maximum of 80% of the basic salary. The rare- specialty-allowance and hospital-work-allowance may not to be combined.
3. Pharmacists and specialists in applied medical sciences who are members of teaching staff, lecturers, assistant professors and research assistants working in hospitals may be granted a

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hospital-work-allowance for the required extra hours according to law, if they spend such hours, with a maximum of 50% of the basic salary. The rare-specialty-allowance and hospital-work allowance may not to be combined.

### **Article 17:**

The University shall provide the amount of only four tickets to the Contracted Party and his/her family, when they come for the purpose of residence including the ticket of the Contracted Party himself/herself, whether they accompany him/her, or travel individually according to the following regulations:

1. Tickets are given one time for traveling from his/her country to the Kingdom at the beginning of signing the contract unless he/she is already a resident in the Kingdom at the time of signing the contract.
2. Two-way tickets from the Kingdom to country once a year during the period of the contract when he/she is licensed for the regular, also for internally contracted party who spent two years in work unless otherwise he/she was a resident in the Kingdom when signing the contract.

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3. Tickets are given from the Kingdom to his/her country upon final departure, unless he/she was a resident in the Kingdom when signing the contract and his/her term of service is less than two years, or for the one who transferred his/her sponsorship to another body inside the Kingdom according to the instructions regulating it.

### **Article 18:**

The Contracted Party's family members are as follows:

1. Wife or husband, or the contracted party' mahram.
2. Legal dependents including:
  - a) Boys under the age of 18 years.
  - b) Unmarried daughters.
  - c) Parents.
  - d) Underage brothers.
  - e) Unmarried sisters.

Provided that the recruitment be approved by the concerned bodies, according to the regulations in force.

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### **Article 19:**

1. If either the female contracted party or her mahram is working at the University and the other is working in any other governmental body, the tickets shall be issued from the body, which the housing allowance is given.
2. Male or female attendant's right to the return tickets to his/her country becomes null and void if the University waives his/her sponsorship to a non-governmental body.

### **Article 20:**

Traveling will be through the shortest air way and on the Saudi Airlines, if available. The University shall provide the contracted party with the travel tickets. The University may, in exceptional cases, permit procurement of such tickets and refund the amount value. If the Contracted Party is unwilling to obtain the due tickets, he/she may receive half of the tickets value from the University.

### **Article 21:**

- 1) The above-mentioned travel tickets shall be on the first class if the Contracted Party is a professor and economy class for other members.



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- 2) The Contracted Party has the right to exchange the tickets due to him/her from the Kingdom to his/her country with tickets to any other country without the University bearing any additional expenses in accordance with the Saudi Airline regulations.

### **Article 22:**

If the Contracted Party divides his/her regular vacation according to Article (33) of these Regulations, the University shall provide tickets for the last period only. If the University divides the vacation for the Work's Best Interest, the Contracted Party shall be given two tickets alone.

### **Article 23:**

The travel of the Contracted Party inside or outside the Kingdom required for the performance of his/her job will be by air on the economy class on Saudi Airlines when possible. The University may allow the Contracted Party to travel by land at his/her own expense if it will not affect his/her arrival to place of work in due time. At that time, the Contracted Party shall be entitled to receive compensation equivalent to the air ticket value on the economy class, if possible. If job performance requires that the contracted party travel to a

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destination where there is no air transportation to his/her original place of work, the University shall provide land travel. The University may permit the Contracted Party to travel at his/her own expense, and then he/she shall be entitled to receive compensation equivalent to the value of the land travel ticket by public transportation means.

### **Article 24:**

The University provides accommodation for the Contracted Party or pays him/her annual housing allowance according to what is stated in the salary payroll of Appendix (1). This allowance may be paid in advance, at the beginning of the contract period, at the beginning of every renewed contract year. If the contract's duration is less than a year, the Contracted Party shall be paid for this duration. In case of signing a contract with a female Contracted Party and her mahram, the one with the higher amount of allowance shall receive it. This provision is applicable if one of them signed a contract with a body other than the University, whether governmental or non-governmental. Housing allowance shall not be paid for a female Contracted Party who is married to a Saudi resident in the Kingdom.

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### Article 25:

1. Unless the University provides furnished accommodation, the fresh Contracted Party of teaching staff and the like shall be paid a furnishing allowance of 50% of the annual housing allowance, and it shall be paid only once by the University during the contract period. The Contracted Party is considered as a fresh one only for this purpose if at least two years have passed since he/she left his/her government job in the Kingdom and signs a new contract with the University, unless he/she was previously been paid the allowance.
2. In case of signing a contract with a female and her mahram, it does not combine the housing allowance for them but only one housing allowance is paid for the person with the higher amount of allowance.
3. Upon signing a contract with the University, the Contracted Party with a mahram or the female Contracted Party with a mahram is not paid a furnishing allowance if the other party works at the University or in any other body inside the Kingdom.

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4. If the Contracted Party has worked in any other body or was a mahram to those who have worked – or vice versa- inside the Kingdom before signing the contract with the University, then he/she is not entitled to receive a furnishing allowance unless at least two years have passed since he/she left the Kingdom and was not given this allowance from his/her previous place of work.
5. If the contract duration is less than one year, a furnishing allowance shall be paid for the by the percentage of the contract period for year, the rest of furnishing allowance shall be paid upon renewal of the contract for another period, provided that this period and the period of the previous contract is not less than one year.

### **Article 26:**

The University shall pay the Contracted Party a monthly transportation allowance in for his movements at his/her residence as indicated in the payroll for each rank. Instead of paying the transportation allowance, a suitable means of transportation may be provided by the University. This allowance is not paid if the contracted party's residence is situated in or nearby the work place.

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### Article 27:

1. If the Contracted Party is delegated on an official mission outside his work place in the Kingdom, he/she shall be paid a daily assignment allowance as follows:

- a) 450 Riyals for those who receive a 7000 Riyals monthly salary or more.
- b) 300 Riyals for those who receive a 4500 monthly salary and less than 7000 Riyals.
- c) 255 Riyals for those who receive a 2700 Riyals monthly salary and less than 4500 Riyals.
- d) SR 160 for those who receive a monthly salary less than SR 2700.

If the Contracted Party is delegated outside the Kingdom, the allowance may be increased by 50% and an additional transportation allowance that is equal to 1/30 of the monthly transportation allowance.

2. Upon the recommendation of the Department and College Councils, the Rector shall approve the attendance of teaching

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staff member in a conference or an academic seminar without incurring any expenses by the University.

### **Article 28:**

If the work of the teaching staff is transferred to another city inside the Kingdom for the work's best interest, he/she shall be paid a transference allowance amounting to Four Thousand Riyals. In case that the transference is inside the Kingdom to outside or vice versa, or from one destination to another outside the Kingdom, the teaching staff shall be given an allowance amounting to Five Thousand Riyals as well as tickets in accordance with the provisions of Articles (17) to (22). The non-teaching staff shall be paid an allowance amounting to Three Thousand Riyals in both cases, as well as tickets. If the transfer is for the Contracted Parties, where one is a mahram for the other, only one transference allowance shall be paid for the person who has the right for the higher allowance, and this is paid only once each fiscal year.

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### **Article 29:**

If the Contracted Party has completed two years working at the University, he/she is entitled to an end of service allowance that is equal to half the monthly salary for each year of service. If the teaching staff, lecturer, assistant lecturer, technician, or the like who are related to teaching, have completed five years in the service of the University, they are entitled to a service allowance that is equal to a monthly salary for each year with the maximum limit of One Hundred Thousand Riyals or the due amount according to the previous regulations; the higher amounts shall be given. This allowance shall be paid at the end of service and it shall be counted on the basis of the contracted party's last salary at that time. This allowance is given only for full year and unbroken term of service. Other Contracted Parties shall be paid an end of service allowance that is equal to a monthly salary for each year and with a maximum limit of Fifty Thousand Riyals or the due amount according to the previous regulations; the higher of the two amounts shall be considered.

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Twenty Two (22) months of service shall be counted as two years; likewise, Fifty Eight (58) months in service are considered as five years.

Upon the recommendation of the Collage Council or the concerned entity, and the approval of the University Council and the Higher Education Council, the end of service allowance might be increased within a maximum limit of (100%), provided that the allowance does not in any case exceed the maximum limits stated in this Article.

### **Article 30:**

The Contracted Party and his/her family members shall, throughout the contract period, benefit from the general medical services provided in the Kingdom, and where necessary, the University Council has the right to decide otherwise.

### **Article 31:**

Except for school transportation fees to and from it, the University may pay the actual expenses for the education of the children of staff teaching staff, or the like. This shall be effective from primary until the completion of the secondary school stage, according to the following conditions:



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1. If it is difficult for the children to be admitted to public schools.
2. The children ages should not be less than six years and not more than eighteen.
3. They shall receive their education inside the Kingdom, and education fees shall not be paid for children who receive education outside the Kingdom.
4. Education fees shall be paid for four children only, with a maximum total of expenses of Twenty Five Thousand Riyals for each school year. The University Council has the right to determine the allocated amount for each student as it deems fit.

### Leaves

#### **Article 32:**

In addition to weekends and the two Eid holidays, the Contracted Party shall obtain an annual leave with complete salary given at the beginning of the leave- which is (60) days for teaching staff and the like, and (45) days for others. The leave is deserved for part of the year when deemed suitable. The Contracted Party shall obtain a full leave if his/her contract was effective from one month following the

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signing of the contracts at the University. The University Council is entitled to change the duration of the annual leave according to the academic calendar requirements.

The leave period may be shorter than what is agreed upon in writing between the two parties, and the University is entitled to specify the beginning and end dates of the leave, this does not include the duration of secondments, exceptional leave and absences.

### **Article 33:**

Upon the request of the contracted party, and the recommendation of his/her work place, and approval of the University, the annual leave of the Contracted Party may be divided into not more than two periods, if necessary, provided that each period will not be less than a third of the leave's period, provided that one of the two periods has to be taken by the contracted party during the same year for which he/she entitled to take the leave.

### **Article 34:**

1. In accordance with the job requirements or upon the request of the Contracted Party, the Rector is entitled to post pone the

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- regular leave or part of it, provided that the postponement period shall not exceed six months of the new year.
2. The Rector may change the time of the Contracted Party's weekend holiday according to the work's requirements.
  3. The Rector may cancel all or part of regular leave and compensate the Contracted Party for it, provided that this cancellation shall be upon the agreement of the Contracted Party, except in urgent cases. A compensation for such cancelled period shall be a month salary for that year in which he/she is entitled to obtain the leave. In case of complete cancelation of the leave, the Contracted Party shall be deprived of his/her individual travel ticket.
  4. The Rector may cancel all or part of the Eid Fitr and Eid Adha Holidays according to the requirements of work, provided that this cancellation shall be upon the contracted party's agreement except in urgent cases; the compensation for the duration of the canceled leave shall be equivalent to its salary or duration.

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### **Article 35:**

The Contracted Party is entitled to a fully paid emergency leave that does not exceed ten days per year with full salary, and it is deducted of his/her annual leave and travel tickets in this case are not due.

### **Article 36:**

The Contracted Party, who is a member of teaching staff and the like, is entitled to obtain an unpaid exceptional leave for a period of time that does not exceed one semester for reasons approved by the University. The service shall be deemed in progress and the Contracted Party shall not deserve any of the benefits stated in the contract for that period.

### **Article 37:**

In cases of sickness that temporarily prevents the Contracted Party from performing his/her, work is entitled to a fully paid sick leave for one month. The leave may be extended for two more months with half the monthly salary. The Contracted Party is not entitled to a sick leave if the sickness or injury occurs at a time when he/she is on leave outside the Kingdom, and is considered null and void by the end of the fiscal year in which it was due.

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If sickness results from or because of work, the Contracted Party is entitled to double the due sick leave. The affirmation of sickness and determination of the duration of the sick leave are in compliance with prescribed regulations for Saudi employees.

### **Article 38:**

The Female Contracted Party is entitled to a fully paid forty-five days maternity leave on delivery and the death 'edah' leave is entitled for a Muslim Contracted Party and a month leave for Non-Muslim in the event of the death of the husband.

### **Article 39:**

During one year, the Contracted Party may combine more than one of his/her due leaves whenever he/she deserves it.

### **Delegation, Secondment and Transference.**

### **Article 40:**

The University Council may, according to the regulations set forth by the University Council, approve the delegation or secondment of the Contracted Party for a maximum period of six months, provided that the entity to which he/she will be delegated shall be responsible for

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paying all his/her financial dues. The Contracted Party's service shall be in progress, and is not entitled to an end of service remuneration.

### **Article 41:**

The University is entitled to transfer the Contracted Party to another position inside the University, or approve his/her transference from outside to the University according to the following conditions:

1. No Saudi competencies are available for the position to which he/she is being transferred.
2. The Contracted Party should meet the necessary qualifications needed for the position to which he/she is being transferred.
3. The Contracted Party and the body from which he/she is being transferred should agree to the transference if it is to the University from another destination. The terms of the contract apply to the Contracted Party according to his/her applicable contract if the transference takes place before the end of the contract's period. His/her status is modified after the end of the contract's period or the nearest contract year if the contract is for more than one year.

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### **Article 42:**

If the transference of the Contracted Party is from another governmental body, he/she b treated as follows:

1. The contract is considered valid regarding leaves and term of service. The term of service is counted as years of experience for teaching staff and the like as stipulated in Article (10) of these Regulations.
2. As for the end of his/her previous service allowance, he/she shall be treated as defined in his/her contract with his/her previous body, while his/her University service is paid according to the provisions of these Regulations.

### **Duties and Responsibilities**

### **Article 43:**

The Contracted Party shall be subject to the duties and responsibilities stipulated in the University's regulations, unless otherwise stated, the provisions and executive regulations of the Civil Service are applied.

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### **Article 44:**

The Contracted Party who committed work errors during his/her service shall be subject to the disciplinary regulations applied to University Saudi employees and to those stated in these Regulations.

### **Article 45:**

The Contracted Party shall comply with the rules, regulations and instructions executed in the Kingdom. The Contracted Party and his/her family members must respect the traditions and customs of the Kingdom and not to prejudice the religion or interference with political affairs.

### **Article 46:**

If the Contracted Party fails to perform his/her work within fifteen days from the date specified by the University when signing the contract, the University is entitled to revoke the contract without any responsibility on it.

### **Article 47:**

A contract is automatically renewed provided that neither party submitted a written request to terminate the contract at least two months prior to the contract's terminate date.



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### **Article 48:**

A contract is terminated prior to the specified date in the following cases:

1. The Contracted Party shall obtain the Saudi nationality.
2. Acceptance of resignation.
3. Insisting on resignation though not accepted by the University.
4. Absence from work for more than fifteen consecutive days or thirty days separately without legitimate excuse accepted by the University. When the University shall terminate the contract for this reason, then he/she is considered to be insisting on terminating the contract.
5. Cancelling the job.
6. Permanent disability to work.
7. Inefficiency.
8. Low standard functional performance.
9. Disciplinary termination upon the resolution issued by the University.
10. Requirements of public interest.

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11. Sentencing the Contracted Party with a legal limit or a crime violating honor and honesty.
12. Death.
13. If sickness period exceeds the limit of sickness leave stipulated in Article (37), in this case, the Contracted Party is given round-trip tickets and retains the allowances he/she received.

### **Article 49:**

1. If the service of the contracted party is terminated according to paragraphs (11, 9, 4, 3) of Article (48), the following is affected:
  - a. The Contracted Party and his/her family have no right to receive round-trip tickets, end of service remuneration, leaves or compensations. The Rector may, in exceptional cases, approve a round-trip tickets.
  - b. If the contract's remaining period is six months or more, the housing allowance for that period should be given back as well as the furnishing allowance if the termination of the service is at least six months before the end of the first year of the contract.

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- c. The Contracted Party pays two months' salary to the University if his/her services are terminated according to paragraphs (3, 4) of Article (48).
2. As stated in (B) of Paragraph (1) of this Article is applicable to whose service was terminated according to Paragraph (2) of Article (48).
3. If the service of the contracted party is terminated according to Paragraph (1) of Article (48), the contracted party and his/her family have no right to receive round-trip tickets.

### **Article 50:**

The University Council may, in exceptional cases approved by it, exempt the Contracted Party from all or part of the expenses resulting from contract's cancellation or service termination according to the provisions of Article (48).

### **Article 51:**

1. The Contracted Party whose service is terminated either for cancellation of job or public interest requirements shall receive two months' salary as compensation.

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2. In case of death, partial or complete incapacitation that prevents work performance, or partial or complete incapacitation that does not prevent work performance, the contracted party is subject to the provisions stated in the regulations of the Ministry of Civil Service and its executive regulation, provided that incapacitation or death is resulted from work.

### **Article 52:**

In case of the Contracted Party's death, the University shall bear all transportation expenses of the body and the family members to home country. If a family member dies, the University shall pay the transportation expenses of the body and a two way ticket.

### **Article 53:**

1. Whilst observing the provisions of the Article (5), the University may sign contract with a member previously signed contract with one of other bodies in the Kingdom upon the agreement of it, if his/her termination of his/her work was due to the termination of contract, resignation or cancellation of post, provided that his/her performance report for the last working year is at least "very good".

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2. Signing contracts with a member previously employed in the Kingdom is prohibited in the following cases:
- a) Those who have already terminated their service because of absence from work unless two years at least have passed since the termination of his/her service.
  - b) Those whose service is terminated for inefficiency.
  - c) Those whose service is terminated for public interest requirements except upon the approval of the previous body that terminated his/ her contract.
  - d) Those whose service is terminated if he/she as a result of a disciplinary resolution issued by a court of law, or for criminal conviction, or according to the provisions of Paragraph (11) of Article (48).

### General Provisions

#### **Article 54:**

These Regulation stated in these Regulations are considered a complementary part of an employment contract according to Article 3 of these Regulations.

## Regulation of Non-Saudi Recruitment at Universities

### **Article 55:**

1. The provisions of these Regulations shall be in effect at its issuance date and shall have effect on all current contracts upon renewal.
2. Whilst observing the Contracted Parties acquired rights according to previous regulations, these Regulations shall cancel all provisions contrary to it.

### **Article 56:**

Any dispute arising between the two parties for implementing the contract according to these Regulations and cannot be amicably settled shall be passed to the jurisdiction in the Kingdom and its decision shall be final and binding on both parties.

### **Article 57:**

The University Council and Rector may delegate some of their powers as indicated in these Regulations.

### **Article 58:**

The University Council may set implementing rules that do not contradict with the provisions of these Regulations.

## **Regulation of Non-Saudi Recruitment at Universities**

### **Article 59:**

Any provision not stated in any of the provisions of these Regulations may be subject to the Statutes of the Higher Education Council and Universities, its implementing regulations, systems, orders and resolutions effective in the Kingdom.

### **Article 60:**

The Higher Education Council is entitled to interpret these Regulations.

## Regulation of Non-Saudi Recruitment at Universities

### Annex No. (1) Table No. (1)

#### Teaching Staff, Lecturers, Language Instructors and Assistant

#### Lecturers

<b>Annual Housing Allowance</b>	<b>Transportation Allowance</b>	<b>Monthly Ending Salary</b>	<b>Annual Experience Premium</b>	<b>Monthly Starting Salary</b>	<b>Position</b>
25,000	600	13,600	500	9,100	Professor
25,000	600	11,300	450	7,250	Associate Professor
2,500	600	9,300	400	5,600	Assistant Professor
17,000	500	6,880	350	4,080	Language Instructor
18,000	500	6,550	350	3,400	Lecturer
14,000	500	5,400	300	2,700	Assistant Professor



## Regulation of Non-Saudi Recruitment at Universities

### **Appointment Requirements:**

#### **Assistant Professor:**

The person who holds a PhD or equivalent or a holder of the title from a university approved by the University shall be appointed for this position.

#### **Associate Professor:**

The person who holds a degree from a university approved by the University shall be appointed for this position.

#### **Professor:**

The person who holds the title from a university approved by the University shall be appointed for the position of professor.

#### **Lecturers:**

It is required for selection of lecturer to be at least a holder of Master's Degree or any other scientific degree considered by the University as equivalent to the Master Degree and shall be appointed with the starting salary except the following:

- A- Lecturer in the fields of Engineering, Pharmacy and Applied Medical Sciences shall be appointed with the second basic salary.

## Regulation of Non-Saudi Recruitment at Universities

- B- Lecturer in the field of clinical pharmacy shall be appointed with the third basic salary.
- C- Lecturer in the field of human medicine and dentistry shall be appointed with the fourth basic salary.

### **Language Instructors:**

Whoever is appointed to teach a foreign language at the University must meet any of the following qualifications:

- 1- Holding a Bachelor's degree in the language he/she teaches at least with a general grade of (Good) and Diploma of teaching the language as a foreign language as well as having a minimum one year experience in teaching it and preferably whoever who have already taught it to the Arab students.
- 2- Holding a Bachelor's degree in the language he/she teaches at least with a general grade of (Good) as well as having a minimum three year experience in teaching it and preferably whoever who have already taught it to the Arab students.

## Regulation of Non-Saudi Recruitment at Universities

### **Assistant Professors:**

The assistant professor shall be appointed with the starting salary from the rank of assistant professor except the following:

- a- Assistant professor in the fields of engineering, pharmacy, applied medical sciences shall be appointed with the second salary.
- b- Assistant professor in the field of clinical pharmacy shall be appointed with the third salary.
- c- Assistant professor in the field of human medicine and dentistry shall be appointed with the fourth salary.

The assistant professors must be a holder of a bachelor degree with a grade of very good at least.

## Regulation of Non-Saudi Recruitment at Universities

**Table no. (2)**

### **Researchers and their Assistants and Technicians**

<b>Annual Housing Allowance</b>	<b>Maximum Salary Limit</b>	<b>Transportation Allowance</b>	<b>Annual Experience Premium</b>	<b>Monthly Starting Salary</b>	<b>Position</b>
20,000	500	7,305	350	4,855	First
15,000	500	6,955	300	3,955	Second
14,000	400	6,450	250	2,700	Third

**The appointment shall be made according to the following conditions:**

First Degree: PhD in the specialization or its equivalent after studying for at least three years after obtaining the bachelor's degree.

Second Degree: Master's degree in the specialization or its equivalent.

Third Degree: Bachelor's degree in the specialization or its equivalent.

## **Regulation of Non-Saudi Recruitment at Universities**

They shall be appointed with the starting salary except the graduate of the Faculty of Engineering, Pharmacy or Applied Medical Sciences shall be appointed with the second salary and clinical pharmacy with the third salary and the graduate of medicine and dentistry shall be appointed with a fourth salary. Any person appointed as a researcher, research assistant or technician must hold a bachelor's degree (or its equivalent) with a grade of very good. It is permissible to disregard, and with the approval of the University Council, the sufficiency of grade of good.

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**Table no. (3)**

### Physicians Payroll

Housing Allowance	Maximum Salary Limit	Transportation Allowance	Experience Premium	Basic Salary	Qualifications
Three Month Salary and a maximum of 25,000 Riyals	7,000	400	200	400	Bachelor of Medicine
	7,600	400	220	4,300	Bachelor of Medicine + Diploma for a period not less than one year
	8,350	400	250	4,600	Master of Medicine or its equivalent after studying

## Regulation of Non-Saudi Recruitment at Universities

					at least two years after obtaining the bachelor's degree
	10,000	500	400	5,500	PhD in medicine or its equivalent after studying at least three years in bachelor's degree

### Instructions for Physicians Payroll:

In estimating salaries according to this payroll, the following should be taken into consideration:

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- a- Bachelor's degree in medicine after studying six or five years for dentistry including a preparatory year and the rest is an educational year.
- b- Considerable experience in determining salary is spent in recognized governmental, university or private hospitals and shall not include the concession period or experience spent in private clinics or in unrecognized hospitals.
- c- The salary is due on the basis of the commitment of physicians to full-time government work and to perform an additional work for at least three hours per day.
- d- Upon signing a contract, the physician shall have at least two years of work experience except in cases in which this condition cannot be applied.
- e- Physicians including professors, assistant professors and instructors who have an experience as teaching staff at the universities shall be paid a lump-sum remuneration of two month salary per year at the end of the year.
- f- The pathologist is treated as a human physician.



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**Table No. (4)**

### **Engineers Payroll**

<b>Housing Allowance</b>	<b>Transportation Allowance</b>	<b>Maximum Salary Limit</b>	<b>Experience Premium</b>	<b>Basic Salary</b>	<b>Qualifications</b>
Three Month	350	4,850	130	2,900	Bachelor Degree
Salary not less than 8,000 Riyals and not more than 15,000 of Riyals	400	4,650	150	3,400	Masters in Engineering
	400	8,600	300	4,100	PhD in Engineering

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### Engineers Payroll Instructions:

- a- The persons who have signed contracts for jobs as engineer such as an electrical engineer or architect and the like shall be treated according to engineers' payroll.
- b- Considerable experience in determining salary is spent in engineering works and is approved by a certificate issued by recognized government bodies, unions or engineering associations.
- c- The salary shall be due on the basis of the commitment of the Contracted Party to full-time government work.
- d- The Contracted Party shall have at least two years of work experience, except in cases in which this condition cannot be applied.

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**Table no. (5)**

### Workers in Specialized Fields

<b>Annual Housing Allowance</b>	<b>Transportation Allowance</b>	<b>Monthly Ending Salary</b>	<b>Annual Experience Premium</b>	<b>Monthly Starting Salary</b>	<b>Qualifications</b>
Three Month Salary not less than 8,000 Riyals	300 for those whose salary is less than 2,000	4,350	150	2,100	Bachelor Degree
and not more than 15,000 Riyal	350 for those whose salary ranging from 2,000 to 3,000	5,150	150	2,900	Master
	400 for those whose salary is more than 3,500	6,600	700	3,600	PhD

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1- The specialized professions to which this Table shall apply are exclusively as follows:

- a- General group of specialist professions- except physicians and engineers as described in the classification manual.
- b- Professions whose titles are classified in the rank not less than the sixth rank are: Organization Specialist, Organization and Management Researcher, Planning Specialist, Planning Researcher, Budget Specialist, Budget Researcher, Computer system analyst, Programmer, Statistician, Archeology Inspector, Classification Specialist, Examination Specialist, Library Specialist, Translator, Accounts Analyst, Accountant, Warehouse Specialist, Social Specialist, Social Researcher, Sports Specialist, Workforce Specialist, Journalist, News Broadcaster and Controller, Publications Controller, Program Controller, Director, Program Implementer, Agricultural Engineer, Auditor, English Press Editor, Economic Researcher, Statistics Researcher, Issues Researcher, Training Researcher, Financial Auditor, Accountant, warehouse specialist, Psychological Researcher,

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Cultural Researcher, Manuscript Researcher, Document Researcher, Library Researcher, Agricultural Credit Researcher, Media Researcher, Forestry Researcher, Intelligence Test Specialist, Islamic Studies Specialist, Nutrition Specifications Specialist, Chemist Sciences Laboratories Specialist, Trainer, News Editor, Nutrition News, Statistical Researcher, English Journal Editor, Producer and any other job the Rector deems necessary to add it.

- 1- The qualification shall be in the same field of job with exception of jobs that do not usually have a specialization at universities.

## Regulation of Non-Saudi Recruitment at Universities

**Table no. (6)**

### Workers in the Administrative and Clerical Fields

Annual Housing Allowance	Transportation Allowance	Ending Salary	Annual Experience Premium	Starting Salary	Qualifications
Three Month Salary not less than 8,000 Riyals and not more than 14,000 Riyals	300 Riyals for those whose salary is less than 2,000 Riyals	2,800	80	1,600	Holder High School Certificate with experience in the needed field of translation for a period not less than three years.
		3,150	90	1,800	Holder High School Certificate

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					<p>with diploma degree in English not less than one year and proficiency of translation from Arabic language to the needed foreign language and vice versa .</p>
	<p>350 Riyals for those whose salary is ranging from 2,000 Riyals</p>	<p>3,400</p>	<p>100</p>	<p>1,900</p>	<p>Holder High School Certificate and proficiency</p>

## Regulation of Non-Saudi Recruitment at Universities

	to 350 Riyals				of translation from Arabic language to the required foreign language and vice versa with diploma degree in foreign language for a period not less than two years.
		1,750	60	850	Intermediate proficiency certificate with



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					proficiency in printing on the Arabic machine
		2,250	70	1,200	Intermediate proficiency certificate with proficiency in printing on the Arabic and Foreign machine
	400 Riyals for those whose salary is more than 4,000 Riyals	2,250	70	1,200	High School Certificate with proficiency in printing on

## Regulation of Non-Saudi Recruitment at Universities

					Arabic machine or Commercial Secondary School Certificate of typewriter specialization
		2,600	80	1,400	High School Certificate or Commercial Secondary School Certificate with proficiency in printing on Arabic and

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					Foreign machine
		2,300	60	1,400	University Degree
		1,720	40	1,120	High School Certificate

Whoever is appointed to work in one of these fields must have the above requirements.

## Regulation of Non-Saudi Recruitment at Universities

**Table no. (7)**

### Payroll of Technical Assistants and Craftsmen

<b>Annual Housing Allowance</b>	<b>Maximum Salary Limit</b>	<b>Transportation Allowance</b>	<b>Experience Premium</b>	<b>Basic Salary</b>	<b>Qualifications</b>
Three Month Salary not less than 8,000 Riyals and not more than 12,000 Riyals	1,800	300 Riyals for those whose salary is less than 2,000 Riyal	60	900	Technical or Craftsman Diploma for one year after primary stage
	1,950		60	1,050	Technical or Craftsman Diploma for two years after primary stage

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	2,175		60	1,275	Technical or Craftsman Diploma for three years after primary stage
	2,400		60	1,500	Technical or Craftsman Diploma for four years after primary stage
	2,475	350 Riyals for those whose salary is	80	1,275	Professional Intermediate Certificate
	2,675	ranging from 2,000 Riyals to 3,500	80	1,475	Professional Intermediate Certificate+

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		Riyals			Diploma for one year
	2,925		80	1,725	Professional Intermediate Certificate+ Diploma for two years
	3,195		80	1,995	Professional Intermediate Certificate+ Diploma for three years
	3,225	400 Riyals for those whose salary is more	100	1,725	Technical Secondary Certificate
	3,450	than 4,000 Riyals	100	1,950	Technical Secondary Certificate+

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					Diploma for a period not less than one year
	3,750		100	2,250	Technical Secondary Certificate+ Diploma for a period not less than two years
	4,050		100	2,550	Technical Secondary Certificate+ Diploma for a period not less than three years

## **Regulation of Non-Saudi Recruitment at Universities**

The appointment shall be made according to the conditions stated in the Table and in the event of signing contract with those who do not have a scientific qualification, the following may be permitted:

- 1- Four years of experience are equivalent to the primary certificate.
- 2- Four years of experience for a holder of primary certificate are equivalent to intermediate certificate.



## Regulation of Non-Saudi Recruitment at Universities

**Table no. (8)**

### Payroll of General Education

<b>Annual Housing Allowance</b>	<b>Transportation Allowance</b>	<b>Maximum Salary Limit</b>	<b>Experience Premium</b>	<b>Basic Salary</b>	<b>Qualifications</b>
Three Month Salary not less than 8,000 Riyals and not more than 14,000 Riyals	300 Riyals for those whose salary is less than 2,000 Riyals	3,205	85	1,930	Technical or Craftsman Diploma for one year Non-educational University Certificate
	350 Riyals for those whose salary is ranging from	3,760		2,260	Non-educational Certificate + Craftsman

## Regulation of Non-Saudi Recruitment at Universities

	2,000 Riyals to 3,500 Riyals				Diploma for a period not less than one year
		3,930		2,420	Non- educational Master
		3,680	100	2,180	Educational University Certificate
	400 Riyals for those whose salary is more than 4,000 Riyals	4,020	100	2,530	Educational University Certificate + Educational Diploma Certificate for a period

## Regulation of Non-Saudi Recruitment at Universities

					not less than one year
		4,650	100	2,850	Educational Master
		6,350	100	4,100	Educational or Non- educational PhD

### General Education Payroll Instructions:

This payroll shall be applied to the profession of instructor.

- a- It is not permissible to sign contract in the field of general education with a person who does not have one of the qualifications stipulated in the payroll mentioned above. With exception of that, if there is between the Contracting Parties whose contracts apply when this payroll is applied whoever does not meet these conditions, he/she will continue with his/her salary and it is permissible to give him/her the prescribed annual premium.

## Regulation of Non-Saudi Recruitment at Universities

- b- In the field of general education field, the contracted person, if he/she is not educationally qualified, must have at least two years of work experience, except for the rare qualifications for which the needs cannot be fulfilled.
- c- It is permissible to grant a holder of a rare qualification a premium not exceeding 20% of the prescribed salary according to this payroll. The University Council shall determine the rare qualifications included in this description at the beginning of each academic year.

## Regulation of Non-Saudi Recruitment at Universities

### Annex no. (2)

#### Non Saudi Recruitment Contract

On this day ..... of month ..... Of year ..... /  
..... /..... H

Corresponding to ...../...../.....G this contract was made by and  
between:

A- ..... University represented by its Rector First Party

B- Mr. .... (of .....nationality) Second Party

In order for the Second Party occupying the profession of  
(.....) according to the following:

- 1- The First Party is committed to pay a monthly salary of .....  
Riyals to the Second Party.
- 2- Paid at the end of each month in addition to the monthly  
allowances and annual prescribed premiums.
- 3- The First Party is committed to provide the Second Party with  
accommodation or pay him/her an annual housing allowance  
amounting to .....Riyals in addition to furnishing allowance  
amounting to ..... Riyals paid once upon signing the contract.

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- 4- The term of this contract is Day Month Year ending at the end of ...../ ...../..... H.
- 5- Corresponding to ...../...../....., the contract is renewed automatically unless each party notifies the other party in writing of his/her desire not to renew at least two months before the contract expiry.
- 6- The Regulations for Non-Saudi Recruitment at the universities and amendments made it are an integral part of this contract.
- 7- This contract is drawn up in five counterparts, with the First Party having been handed four copies and the fifth copy with a copy of Regulations for Non-Saudi Recruitment at University being handed to the Second Party to act accordingly.
- 8- The Regulation and Contract may be translated into foreign languages. If there is a dispute in translation between the Arabic text and text in translation, the Arabic language shall prevail.

Type of Contract..... Residence .....

Place of Contract: (The city in which the Contacted Party resides in his/her residence) .....

Address of Contract: .....

## Regulation of Non-Saudi Recruitment at Universities

**First Party**

**Second Party**

**Name:**

**Name:**

**Signature:**

**Signature:**