



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Collaborative (Part-Time) Teaching Staff Guide

Prepared by

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Introduction

Aligned with Mustaqbal University's goal of achieving academic excellence and improving educational standards, and committed to organizing the contractual and professional relationships with participating faculty members, this procedural guide provides a unified reference that explains the regulatory and administrative frameworks overseeing the work of collaborators at the university.

This guide aims to clarify the policies and procedures related to assignments, academic tasks, rights and obligations, and assessment mechanisms, ensuring the highest levels of efficiency and compliance with the established academic quality standards. It also helps improve transparency and facilitates communication between collaborators and relevant administrative and academic entities.

Definition of Collaborators

According to the regulations governing Saudi university personnel issued by the Council of Higher Education, "collaborators" refer to individuals contracted or assigned from outside the university to teach courses or perform specific academic tasks, whether from within the Kingdom or abroad. They are managed according to the approved collaboration guidelines and are not considered officially appointed faculty members in permanent positions.

Importance of Collaboration

Mustaqbal University places significant importance on providing a flexible and integrated educational environment that meets the requirements of academic plans and the diversity of academic disciplines. This often requires the engagement of collaborating faculty members from outside the core staff. The need for collaborators arises from multiple academic and operational considerations, including:

- Filling gaps in specialized disciplines that do not have a permanent staff member.
- Covering seasonal courses or those linked to high demand in certain semesters.
- Supporting newly introduced or experimental programs that require flexibility in academic employment.
- Benefiting from the specialized and professional expertise that collaborators bring in applied or professional fields not covered by the permanent staff.
- Enhancing academic diversity and knowledge exchange by attracting talents from other universities and educational institutions.
- Responding to urgent or temporary circumstances such as academic vacations or unexpected absenteeism of core faculty members.



Collaborators is a strategic choice that allows the university to maintain the continuity of the educational process at a high quality, while ensuring compliance with academic standards and the approved regulatory frameworks. This procedural guide aims to clearly define the rules and mechanisms governing such assignments, ensuring a balance between operational flexibility and institutional discipline.

Organization of the Guide

In addition to the introduction and conclusion, the guide contains five chapters: the location of the university and the Al-Qassim region, an overview of Mustaqbal University, the regulatory controls for collaboration, collaboration regulations and systems, and rights and obligations.

Goal of the Guide

Mustaqbal University hopes this guide will assist collaborating faculty members in performing their duties effectively and proficiently, contribute to fostering an academic environment that stimulates creativity and excellence, serve the University's mission, and prepare qualified personnel who align with national development aspirations.

Source of the Guide

This guide has been prepared in accordance with the approved regulations and bylaws from the Ministry of Education, such as the Organizational Regulation for Universities and Private colleges (1445 AH), and the national academic accreditation standards, along with the University's Foundational System and Internal Policies, thereby enhancing the effectiveness of academic performance and ensuring the achievement of the institution's educational and developmental goals.

Chapter 1

Qassim Region



Qassim region and governorates

Qassim is one of the administrative areas in Saudi Arabia and its Emirate is in city of Buraidah. It is characterized by the availability of groundwater and provides the Kingdom of Saudi Arabia with the finest types of dates and vegetables. One of the most important city among her cities is Buraidah the largest city, the city of Unaizah, Rass, Moznib, Bakiriyah, Badaya, Comet, Khobara, Riyadh Khobara, Al asyah, Oglat Al soqor, Dariya, Oyoon Al Gawa and others. It is said that Antar Bin Shedad, Zohair Bin Aby Salama and his son Kab Bin Zohair are among the oldest celebrities who lived in this geographical spot and the former is the most famous who praised Prophet Muhammed (peace be upon him) in his famous poem. Qassim is located in the center of the Kingdom within the Najd Plateau, which includes the regions of Riyadh, Qassim and Hail, making it occupying a prominent position in terms of trade, agriculture and population. The word Qassim was mentioned in the old sources, as stated in the tongue of the Arabs that Qassim is a part of land with many trees, and that Al-Qasimah is the breeding ground of the ancestors and the peace. In the old days, the Trade and pilgrimage routes used to pass through the Qassim region, in particular, the routes of Basra, Kufa and Baghdad. These trips flourished especially during the Abbasi and Omawy periods. Qassim still retains the monuments and landmarks of these roads and stations. Its inhabitants work in trade, agriculture,



grazing and industry, distributed in more than four hundred cities, villages. The trade of the people of Al-Qassim is generally concentrated on agricultural wealth such as grains, dates, vegetables and so on due to the availability of surface and ground water, as well as livestock in camels, cows and sheep, in addition to clothing and other luxuries. Al-Qassim's climate is not different from that of central Arabia. It is cold, rainy and hot in summer. The Qassim region is connected to the regions of Riyadh, Medina and Hail by a network of high-quality highways. It also has a regional airport in the middle of the region, from which some international flights use to fly to other Arab countries. The North Train, which connects to Riyadh and then to the Eastern Province, passes through Qassim.

Geography of the region

The Climate

Hot in summer, cold rainy in winter, the average temperature in the summer is about 38 degrees Celsius and in winter 20 degrees Celsius and the temperature in the summer can rise to more than 40 degrees Celsius and fall in winter to 10 degrees Celsius. The average rainfall in Qassim is slightly more than most parts of the Kingdom due to the height of the region but rarely more than 200 mm per year.

Natural Characteristics of the Region

Wadi Al Romah is considered the most important natural phenomenon in Al-Qassim region. It crosses the whole region from east to west. It is the longest valley on the Arabian Peninsula, with a current length of 600 km from its source near Medina to its downstream in the sands of Thuwairat east of Qassim. Dozens of valleys are connected with Wadi Alromah from the north and south. The valleys that connect to it from the northern side are Wadi Al Romah, Wadi Marghala, Shuaib Sbeih, Shuaib Al-Dulaimiya. Wadi Al Romah is connected from the southern area with the following vallyes Wadi Al-Jiflin, Wadi Al-Rajla, Wadi Al-Jarir, Shuaib Jarrar, Shuaib Al-Dath, Shuaib Al-Khushaibi and Wadi Dukhna and Wadi Al Nessaa. Wadi al-Rasha was also connected to Wadi al-Rumah near Unaizah governorate, but the Nofooz Alshakika stands between the two valleys at present. The height of the land of Qassim ranges between 500-750 m above sea level, and gradually declines, generally from west to east. The maximum height of the seabed above sea level as mentioned above 750 m, but in some hills up to 900 meters, which affects the climate. Qassim nights in the summer are similar to desert nights that have a gentle breeze, a clear sky, and bright stars in the sky which amaze those who love the quietness of the magnificent desert.

Area and Boundaries

It covers an area of about 73,000 square kilometers and represents about 3.2% of the total area of the Kingdom. Its maximum breadth is about 480 kilometers from north to south and 400 kilometers from east to west. It is bordered to the east and south by the Riyadh region, to the north by Hail and to the west by the Medina.

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Population

According to the general census conducted in 2018, the total population in the Qassim region is 1455693 people, which represents about 4.3% of the total population of the Kingdom, which amounted to about 33 million and 413.6 thousand people. The number of Saudi residents in the Qassim region is 1025915, while there are 429,778 non-residents.

Services

Medical Care

There are many hospitals in the region which offers medical care for the citizens, the non-Saudis and visitors. Some of these hospitals belong to the Ministry of Health, and some belong to the military sectors in the Kingdom. Most of these hospitals are in Buraidah city (the administration capital of the region). Of these hospitals are the followings:

- Specialized King Fahad Hospital
- Central Buraidah Hospital
- Security Forces Hospital in Buraidah
- King Saud Hospital in Unaizah
- Psychological Health Hospital
- Children and Birthing Hospital in Buraidah

Education

General Education

The start of the general education in Al-Qassim region was through al-Kataeeb, which is the public schools and circles which are supervised by people of judges and religion scholars. Number of schools at the time of establishing the Directorate of Education in Al-Qassim region was 47 school, and their students were 3233 student. The number of schools, students and teachers depict continuous growth. The number of schools reached 1721 in the academic year 1439/1440 H (805 male schools and 916 female school), from which 374 are primary schools. The number of male students reached 91669, and the female students reached 969939. The number of male teacher are 9057, and the female teachers are 11234.

Higher Education

The main universities and colleges in the region are as follows:

- Qassim University and its colleges in the main campus and branches
- Mustaqbal University (known previously as: Public Qassim Colleges)
- Technical College in Buraidah
- Health Sciences College in Al-rass
- Public Buraidah Colleges
- Public Al-Ghad Colleges
- Suliman Alraghy University (known as: Suliman Alraghy Colleges)



Chapter 2

About Mustaqbal University

Mustaqbal University began its educational journey under the name Qassim Private Colleges, the first private colleges in the Qassim region. The initial license for Qassim Private College for Boys was issued under number 23206 on October 21, 1422 AH (October 21, 2001), and for the private college for girls under number 23205 on the same date. The colleges were officially established with the laying of the foundation stone by His Royal Highness Prince Sultan bin Abdulaziz Al Saud – may God have mercy on him – on Tuesday, July 19, 1424 AH (July 19, 2003). Actual studies began in the academic year 1426/1427 AH (2005/2006). After a journey of development and excellence, these colleges transformed into the first private university in the Qassim region under the name Mustaqbal University on Tuesday, July 5, 1440 AH (July 5, 2019), thus confirming its pioneering position in private education and research.

2.1 Vision, Mission, and Values of Mustaqbal University

2.1.1 University Vision

A nationally distinguished university in education and professional development for the competencies of the future.

2.1.2 University Mission

To provide distinguished education and professional development, and to promote innovation and partnership, in fulfillment of the needs of our society.

2.1.3 University Values

- Quality: We are committed to high quality in inputs, processes, and outputs.
- Integrity: We perform our work with sincerity and dedication in accordance with professional ethics.
- Transparency: We are committed to the highest levels of transparency, integrity, and accountability within a framework of institutional governance.
- Teamwork: We conduct our work as one team.
- Innovation: We foster creative thinking and an innovative spirit, both intellectually and productively.
- Continuing Education: We support lifelong learning both within and outside the university.
- Development: We believe in the necessity of development and growth in all areas and activities.

2.2 Strategic Goals

The university's strategic goals, as outlined in its first strategic plan, are as follows:

- Institutionalizing, governing, and automating best practices and obtaining institutional accreditation.
- Enhancing the quality of education and learning and obtaining program accreditation.
- Empowering university graduates scientifically, skillfully, and professionally.
- Developing the research, development, and postgraduate studies system.
- Providing a stimulating environment for innovation and community services with sustainable value.
- Strengthening educational, research, and community partnerships.
- Developing the university's own resources, diversifying its income sources, ensuring their sustainability, and marketing its services and products.

2.3 Governance and Administration

Future University is managed according to a comprehensive organizational structure that ensures performance efficiency and sustainability of institutional development. This structure includes the Board of Trustees, the University Council, chaired by its president, in addition to the councils of colleges, scientific departments, administrations, and specialized centers within the university. This organization aims to reinforce the principles of good governance through clear responsibilities, transparency in decision-making, and monitoring the implementation of strategic policies. Moreover, this organizational framework ensures the quality of academic and administrative performance by developing standards, enhancing institutional efficiency, and supporting innovation, thus achieving the university's goals of providing an exceptional educational and research environment aligned with the Kingdom's Vision 2030.

2.3.1 Organizational Structure of the University

The organizational structure of the university has evolved over the past years, and during this time, the University adhered to the guidelines of the Ministry of Higher Education in the Kingdom regarding education and private universities. The current structure of the university was approved by the University Council in its tenth session, by decision number (46/10/20), held on 19/12/1446 AH.

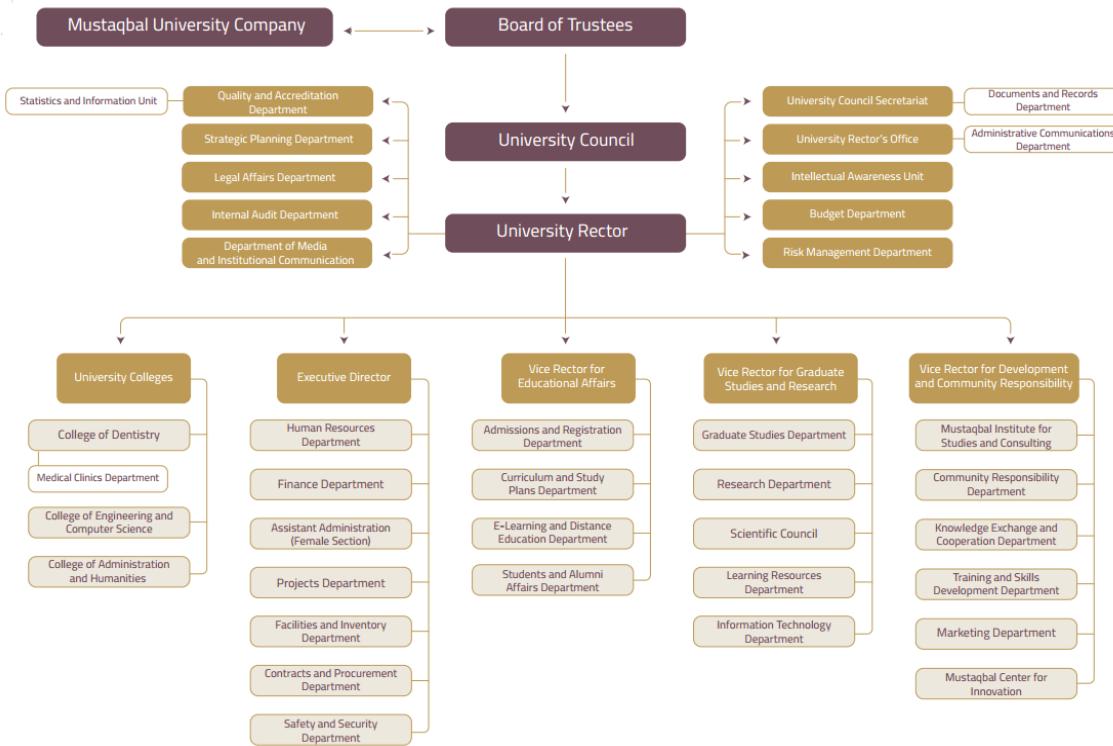


Fig. 2.1: MU organizational structure

Chapter 3

Regulatory Controls for Collaboration

3.1 Regulatory Controls and Procedures for Collaboration with Saudi Faculty Members and Their Equivalents

First: Procedures

1. Determining the need by the colleges.
2. Recommendation by the Department Council regarding the need to collaborate with the candidate.
3. Approval by the College Council for collaboration with the candidate.
4. A letter from the Dean of the College to the University President, including the names of the candidates.
5. Approval and certification by the University President.

Second: Contracting Condition

The following conditions must be met by the contracted candidate:

1. The applicant must be a Saudi national.
2. They must be of good conduct and behavior, must not have been convicted of a crime involving moral turpitude or dishonor, or have been subject to a disciplinary decision dismissing them from a public position.
3. They must hold a doctorate or its equivalent from a Saudi university or an accredited university, if the collaboration requires a qualification.
4. The candidate must have a master's degree, or its equivalent, from a Saudi university or a recognized university, if the cooperation requires a qualification.
5. The candidate must have a bachelor's degree, or its equivalent, from a Saudi university or a recognized university, if the cooperation requires a qualification.
6. If the qualification was obtained outside the Kingdom, the Ministry of Education must attach a certificate of equivalency for the degree.
7. Pass any tests administered by the department.

Third: Documents Required for Nomination:

1. A letter from the college dean to the Human Resources Department, accompanied by the university president's approval for the candidate.
2. A copy of the national ID.
3. A copy of the academic qualification (certificate and academic record).
4. A copy of the certificate's equivalency from the Ministry of Education (if awarded by a non-Saudi university).
5. A copy of the work experience, if any.
6. A copy of the bank IBAN certificate.



7. Employer approval, if the candidate is currently employed.

Fourth: Post-Approval Procedures:

If approval is granted, the college will provide the Human Resources Department within a maximum of five days with a file containing all the completed requirements referred to in "Third" to complete the necessary contracting procedures.

Fifth: Signing the Cooperation Agreement:

- A formal contract will be signed between the university and the collaborator, specifying the number of hours, the type of courses, the financial compensation, and the academic obligations.
- The contract will adhere to the financial regulations approved by the Ministry of Education.

Sixth: Including the Collaborator in Class Schedules:

- The collaborator's name will be included in the official class schedule, and their assigned classrooms and times will be determined.
- They will be treated academically as a faculty member within the scope of the agreed-upon cooperation.

Seventh: Monitoring the Collaborator's Academic Performance:

- The collaborator's performance will be evaluated through departmental reports, student feedback, and attendance and submission records.
- A performance report will be prepared at the end of the semester and used to renew or terminate the cooperation agreement.

Eighth: Compliance with Regulatory and Financial Controls:

- The number of hours of cooperation must not exceed the legally permitted limit.
- Rewards will be disbursed in accordance with the approved financial regulations and after all required documents have been submitted.

3.2 Documents and Evidence Related to Part-Time (Collaborator) Staff Member.

1. Part-time Collaboration Decision Approved by the Department and College Council:
This includes official approval for collaboration with the faculty member and specifies the number of hours, course types, and the relevant semester.
2. Part-time Collaboration Application Form: A standardized form completed by the academic department, including the collaborator's information, specialization, original employer, and the number of hours required.

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3. Collaborator's Curriculum Vitae: Documenting the academic qualifications and experience, used to verify the collaborator's suitability for the required courses.
4. Copy of National ID or Residency Permit (for non-Saudis): For official documentation and verification of the collaborator's legal status.
5. Letter of No Objection from Original Employer: Required if the collaborator is employed by a government entity or another university, and is a prerequisite for completing the collaboration.
6. Part-time Collaboration Agreement: An official document signed between the university and the collaborator, outlining the organizational terms, number of hours, stipend, and academic obligations.
7. Approved Teaching Schedule: This details the distribution of teaching hours, courses, classrooms, and lecture times, and is included in the collaboration file.
8. Collaborator Performance Report: Prepared at the end of the semester, this report includes an evaluation of teaching, commitment, and student interaction. It is used to renew or terminate the collaboration.
9. Minutes of Relevant Academic Meetings: Such as the minutes of the department council meeting that discussed the collaboration and the minutes of the college council meeting that approved it. These serve as official documentation of the procedures followed.



Chapter Four

Regulations and Systems of Collaboration

4.1 Governing Regulation and Systems

In the Kingdom of Saudi Arabia, collaboration with Saudi faculty members and those of equivalent status is governed by a set of official regulations and systems issued by the relevant authorities, primarily the Ministry of Education and the Council of University Affairs. These regulations are as follows:

1. Regulations Governing the Affairs of Saudi University Faculty Members and Those of Equivalent Status, Issuing Authority: Council of University Affairs, which serves as a primary regulatory reference, Resolution No. (4/6/1418 AH, Issue Date: 22/08/1418 AH), Key Provisions:
 - Regulating the conditions for part-time collaboration with Saudi faculty members.
 - Specifying the conditions for teaching assignments outside the original institution.
 - Requiring approval from the original employer.
 - Setting the maximum number of hours allowed for collaboration.
 - Regulating the disbursement of bonuses in accordance with approved financial regulations.
2. Higher Education and Universities Council System, Council of University Affairs, Key Related Articles:
 - Article Fifteen (Paragraph Seven): Authorizes the Council to issue regulations governing the affairs of university staff, including collaboration.
 - Article Twenty: Addresses the organization of faculty affairs, including appointment, assignment, and collaboration.
3. New Universities System (Issued in 1441 AH), Issuing Authority: Council of University Affairs, Key Provisions:
 - Granting universities broader powers in contracting and collaborating with qualified national personnel.
 - Regulating the contractual relationship with faculty members according to internal regulations approved by the University Council.
4. University Financial Regulations, Issuing Authority: Ministry of Education in coordination with the Ministry of Finance

Key Provisions:

- Regulating the disbursement of financial rewards to part-time faculty members.
- Defining the mechanism for approving contracts and entitlements.

4.2 Regulation Items Governing Hiring Part-time Teachers

4.2.1 Legal Source

The Regulations Governing the Affairs of Saudi University Staff and Those of Equivalent Status Issued by Higher Education Council Resolution No. (4/6/1418 AH), and approved by the Custodian of the Two Holy Mosques, this regulation serves as the official reference for organizing part-time cooperation. It includes provisions related to assignment, compensation, terms of cooperation, and its controls.

The regulation can be viewed on the General Directorate of Human Resources website.
qu.edu.sa/wp-content/uploads/2025/04/%D8%A7%D9%84%D9%82%D9%88%

4.2.2 Governing Regulation Items

Article No. 96

The university could enlist part-time teachers. They must be from the former teaching staff or distinguished scientists with long experience in the specialization to be taught. They must not be given any administrative work.

Article No. 97

Enlisting with Part-time teaching staff members should not exceed two years, with renewability by Decree from the University Rector based on the agreement from the University Council and recommendation of the Scientific Council and the Councils of College and Department.

Article No. 98

Part-time teaching staff members are granted an allowance equal to the first connector of the scientific rank he/she was in. If he/she was not a teaching staff member, the University Council determines it according to the recommendation of the Scientific Council and the Councils of College and Department. Such a recommendation must not overtake the first connector of the scientific rank he/she was in.

Article No. 99

Based on the law, Article No. 96 of this regulating list, part-time teaching staff members must abide by the duties of teaching staff members enumerated in this board. The extra teaching Units must be treated according to the regulations of Article No. (51).

Article No. 100

If a part-time teaching staff member has not abided by the duties of teaching staff members, the special rules of teaching staff members' punishment apply. Such rules regulate and motivate the Saudi competencies out of the University



to come and teach in the University, its Colleges and Institutes.

Article No. 101

Those part-time teaching staff members who teach the credit teaching Units are granted the following award for each teaching unit taught:

1- Ministers, their Vices and the excellent rank owners	1000 SR
2- Teaching staff members, from other Universities, who have been hired:	
a. Professor	400 SR
b. Professor Associate	350 SR
c. Professor Assistant	300 SR
3- Those with employees' ladder ranks (job grade scale);	
a. Ranks No. 14	400 SR
b. Rank No. 13	350 SR
c. Rank No. 12	300 SR
d. Rank No. 9,10,11	250 SR
4- Those employees in the ranking of educational employment:	
a. Sixth Level	250 SR
b. Fifth Level	200 SR
c. Fourth Level	150 SR
5- Military:	
a. General Officer	1000 SR
b. General and Colonel	400 SR
c. Brigadier and Colonel	350 SR
d. Lieu	250 SR.
6- Retired: According to their scientific degree (qualification), vocational ranks, and military ranks before retirement.	
7- Non-employed: With the approval of the University Council based on recommendation of the Department Council and College, it is possible to hire the distinguishing Saudi competencies from out of the University, other than the ones mentioned above, to teach in the University Colleges, Institutes and Centers and state their awarding within the limits (i.e. not to overpass the first rank salary from Professor Assistant rank).	

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Article No. 102

If the teaching staff members are out of the Campus or out of its branches, awarding is granted to them according to Article No. 101 of this regulating board. In addition to the award, he/she is granted a Return Travel Ticket and mandating alternative (e.g., deputing stipend) or the university pays the expenditure of residence, transportation, and living during the period of stay.



Chapter Five

Rights and Duties

5.1 Rights

5.1.1 Rules for Encouraging External Talent to Collaborate

Among the most prominent mechanisms employed by the relevant authorities, and the incentives they offer to collaborating faculty members, is the guarantee of their financial rights. These rights are stipulated in Articles 101 and 102 of the Regulations for Saudi Faculty Members and Those of Equivalent Status, and are as follows:

Article No. 101

Those part-time teaching staff members who teach the credit teaching Units are granted the following award for each teaching unit taught:

1- Ministers, their Vices and the excellent rank owners	1000 SR
2- Teaching staff members, from other Universities, who have been hired:	
a. Professor	400 SR
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3- Those with employees' ladder ranks (job grade scale);	
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4- Those employees in the ranking of educational employment:	
a. Sixth Level	250 SR
b. Fifth Level	200 SR
c. Fourth Level	150 SR
5- Military:	
a. General Officer	1000 SR
b. General and Colonel	400 SR
c. Brigadier and Colonel	350 SR

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d. Lieu

250 SR.

6- Retired: According to their scientific degree (qualification), vocational ranks, and military ranks before retirement.

7- Non-employed: With the approval of the University Council based on recommendation of the Department Council and College, it is possible to hire the distinguishing Saudi competencies from out of the University, other than the ones mentioned above, to teach in the University Colleges, Institutes and Centers and state their awarding within the limits (i.e. not to overpass the first rank salary from Professor Assistant rank).

Article 102 stipulates:

If the person being engaged is a faculty member or someone else from outside the university campus or any of its branches, they shall receive, in addition to the remuneration stipulated in Article (101) of these regulations, a round-trip airfare ticket and the allowance for similar assignments, or the university may bear the expenses of their accommodation, transportation, and living expenses for the duration of their stay.

5.2 Duties

1) Commitment to Teaching Duties

- Implementing assigned courses according to the approved study plans.
- Attending lectures and academic activities at the scheduled times.
- Preparing and updating course materials to align with the targeted learning outcomes.

2) Adherence to University Regulations and Bylaws

- Compliance with the university's approved academic and administrative policies.
- Respect for the rules governing faculty conduct on campus.
- Refraining from any activity that violates professional ethics or harms the institution's reputation.

3) Participation in Academic Assessment

- Preparing and grading exam questions according to established criteria.
- Recording grades in the academic system within the specified timeframe.
- Participating in student academic performance evaluations upon request.

4) Cooperation with Academic and Administrative Entities



- Coordinating with academic departments regarding task distribution and content updates.
- Responding to student and relevant party inquiries promptly.
- Attending relevant academic meetings when summoned.

5) Confidentiality and Privacy

- Maintaining the confidentiality of academic and administrative information pertaining to students and the university.
- Not disclosing any data or results without official authorization.

6) Ethical and Professional Commitment:

- Respect the cultural and intellectual diversity within the university environment.
- Avoid any behavior that could be considered biased or discriminatory against students or colleagues.
- Maintain academic neutrality and refrain from exploiting the position for any personal gain.

7) Commitments to Scientific Research

- Participate in research activities requested by the academic department, whenever assigned.
- Respect the ethics of scientific research, including integrity, honesty, and transparency in preparing and publishing research.
- Do not publish any research under the university's name without obtaining official approval from the relevant authority.
- Cooperate in supervision or scientific review when requested within their area of expertise.

8) Commitments to Community Service

- Participate in community activities and events organized by the university, whenever assigned.
- Contribute academic and professional expertise to training or awareness programs targeting the local community.
- Represent the university positively in any external activity to which they are officially assigned.

9) Commitments to Quality and Academic Accreditation:

- Commitment to applying quality standards in teaching, assessment, and course development.

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- Cooperation in the self-assessment and academic accreditation processes implemented by the university.
- Submission of required evidence and documentation within the quality files upon request.

10) General Commitments:

- Compliance with university rules and regulations, including attendance and academic discipline.
- Respect for institutional values and professional conduct on campus.
- Not holding employment at the university with any other entity without official approval.