



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Mustaqbal University

Policies and Procedures Guide

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1. Introduction

Mustaqbal University is a private institution striving for excellence. Its vision is "A nationally distinguished university in education and training for the competencies of the future," and its mission is "To provide distinguished education and training, and to promote innovation and partnership, in fulfillment of the needs of our society." Operating on values rooted in Islamic principles, the university develops its policies and procedures based on these values and principles. Mustaqbal University is committed to the following values and principles:

- Quality: We are committed to high quality in inputs, processes, and outputs.
- Integrity: We perform our work with sincerity and dedication, adhering to professional ethics.
- Transparency: We are committed to the highest levels of transparency, integrity, and accountability within a framework of corporate governance.
- Teamwork: We conduct our work as one team.
- Innovation: We foster creative thinking and innovation, both intellectually and in production.
- Lifelong Learning: 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.

In all its activities related to its three pillars—education, scientific research, and community partnership—the university adheres to integrated, transparent policies that are consistent with the Kingdom's policies and the values and customs of its society. These policies govern the university's various activities. The policies and procedures of the governing councils, quality assurance policies and procedures, student admissions, registration, study, and examination policies, faculty and staff recruitment and contracting policies, scientific research policies, work ethics policies, information dissemination policies, training policies, and financial policies.

This guide serves as an introduction to these policies and how to access them. We ask God to make this guide beneficial and to accept it as a sincere offering.



2. Policies and Procedures of the Governing Councils

The organizational regulations for private universities and colleges were issued by the Council of University Affairs Resolution No. (3/16/45) based on the powers vested in it by law, and based on Clause (Second) of Royal Decree No. (M/27) dated 2/3/1441 AH, which stipulates that the Council of University Affairs shall exercise its duties and responsibilities as stipulated in the law from the date of its publication in the Official Gazette, and Clause (Fourth) of the aforementioned Royal Decree, which stipulates that the Council of University Affairs shall exercise the powers of the (abolished) Higher Education Council contained in the Higher Education and Universities Law, and based on Paragraph (2) of Article (Seventh) of the Universities Law issued by Royal Decree No. (5/27) dated 2/3/1441 AH, which stipulates that among the responsibilities of the Council of University Affairs is "approving and overseeing the organizational regulations for private universities and colleges and branches of foreign universities." Based on these regulations, the "Fundamental Law of Mustaqbal University" and the "Executive Rules for the Regulations of Private Universities and Colleges" were issued and adopted. These rules govern the work policies and procedures of department councils, college councils, the University Council, the Board of Trustees, and the University's Scientific Council.

For information on these policies, please refer to the relevant documents.

3. Quality Assurance System Policy and Procedures

Ensuring and managing institutional quality and the quality of academic programs is a key focus for Mustaqbal University. This is because it positively impacts the university's outputs and achievements across three main areas: education, scientific research, and community service. Quality assurance processes at the university are managed through a comprehensive quality policy and procedures implemented by an integrated system with a well-defined and transparent administrative structure. This system is headed by the University President and extends through the Standing Committee for Quality and Accreditation, the Quality and Accreditation Department, and the quality units and committees in the colleges, departments, and centers.

The “Quality Policy and System Guide at Mustaqbal University,” prepared by the Quality and Accreditation Department at Mustaqbal University, can be consulted to learn about the general policy governing the quality assurance system at the university and all its units, a description of the quality structure and the tasks of each element in this structure, and the policy for evaluating the performance of those elements. Also, the “Academic Programs Quality System at Mustaqbal University” can be reviewed to learn about the system and quality standards applied in academic programs, as well as the guides of the various departments to learn about the quality management system for the departments at the university.



4. Student Admissions, Registration, Study, and Examinations Policy

The Admissions and Registration Department follows a policy that aims at facilitating and streamlining admissions and registration procedures at Future University. The department has developed course admissions and registration procedures through electronic platforms available to students on the university website. The department is committed to maintaining the privacy and confidentiality of student information, adhering to the "Mustaqbal University Privacy and Data Use Policy" issued on 1/7/1447 AH.

The department is keen to increase student awareness of admissions and registration policies and procedures, as well as related regulations and bylaws, through available student guides such as the "Admissions and Registration Guide" and the "Student Manual." Students can also track their academic status through their online student portal. The "Student Portal Guide," available on the Admissions and Registration Department website, provides information on the electronic platform's procedures.

Furthermore, students can refer to the "Academic System and Examination Guide," based on the "Undergraduate Study and Examination Regulations" issued by the Council of University Affairs, also available on the university website, to learn about the regulations governing all academic processes. This guide was prepared by the Quality and Accreditation Department to be a guide for the student, informing him of his academic rights and duties, the study and examination regulations, and everything related to academic procedures such as deferral, withdrawal from a semester, academic warning, termination of registration, the system of transfer within and outside the university, studying as a visiting student, the method of calculating course grades and the overall grade, and others.

5. Faculty and Staff Appointment and Contracting Policy

The university appoints faculty members and teaching assistants, both Saudi and non-Saudi, as well as staff, in accordance with regulations governing employment contracts in the Kingdom, specifically the Labor Law issued by the Ministry of Human Resources and Social Development. This includes their salaries, bonuses, allowances, and leave entitlements.

Policies related to the appointment and contracting of faculty members, along with the relevant regulations and procedures, can be found in the "Faculty Handbook" issued by the Quality and Accreditation Department and the Human Resources Department at Future University. Similarly, policies related to the appointment and contracting of university staff, along with the relevant regulations and procedures, can be found in the "Staff Handbook" issued by the Quality and Accreditation Department and the Human Resources Department at Future University.



6. Scientific Research Policy

The faculty member is one of the most important pillars on which society relies in building its entity, due to the expertise he provides that is useful in building the good citizen morally, scientifically and professionally, in a way that contributes to interacting with intellectual, scientific, cultural, economic and social changes, and adapting to their developments, and thus laying the foundations for renaissance and sustainable development. Thus, the faculty member has become a professional with his own origins, principles, references and distinctive features. The discussion about faculty members increasingly leads to understanding their most important duties and rights, and how to embody them practically, in accordance with the Almighty's words: "We offered the Trust to the heavens and the earth and the mountains, and they declined to bear it and feared it; but man bore it. Indeed, he was unjust and ignorant." (God Almighty has spoken the truth), and the words of His noble Prophet: "God loves that when one of you does a job, he does it perfectly." Mustaqbal University sets governing policies for scientific research, which is an important axis of the university's activity. This can be referred to in the "Scientific Research Guide," which was prepared by the university, represented by the Scientific Research Department. The guide includes scientific research policies and procedures, from regulations and rules of scientific research, to objectives and tasks, mechanisms for applying for research funding support, faculty members' rewards for university-funded research, incentive awards and rewards, and the policy of scientific research ethics.

7. Professional Ethics Policy

Based on Mustaqbal University's commitment to the quality of its activities and outcomes and to obtaining national accreditation, the university has established a vision, mission, and set of values that it is keen to uphold. The university strives to ensure that all its members adhere to these values. To further illuminate the path for all its members, the university has issued several guides to inform its staff and students in this regard, consistently emphasizing the importance of work ethics.

Specifically, the university fosters and cultivates student conduct that aligns with university traditions and customs. Students can learn about their ethics, obligations, duties, and rights by referring to the "Student Rights and Responsibilities" and "Student Ethics Guide," both prepared by the Quality and Accreditation Department. These guides inform students about their rights and responsibilities, as well as intellectual property rights and how to respect them.

Given that faculty members are among the most important pillars upon which society relies to build its structure, due to the expertise they provide that contributes to developing morally, intellectually, and professionally sound citizens, enabling them to interact with and adapt to intellectual, scientific, cultural, economic, and social changes, and thus lay the foundations for progress and sustainable development, discussions about faculty members increasingly highlight the need to understand their most important duties and rights, and how to implement them practically. This aligns with the verse in the Quran: "Indeed, We offered the Trust to the heavens and the earth and the mountains, and they declined to bear it and feared it; but man [undertook to] bear it. Indeed, he was unjust and ignorant." Therefore, Future University is committed to a policy that mandates and reinforces the professional ethics and values of its faculty members. The "Faculty Member Ethics Guide" can be consulted to learn about the expected conduct, actions, and decisions of faculty members.

The Basic Law of the Labor System stipulates that the state facilitates employment opportunities for all those capable of working and enacts regulations that protect both workers and employers. Future University adheres to the "Labor System" in the Kingdom in its laws and regulations relating to employees and administrators. This can be referred to in the "Employee Guide." The system addresses the responsibilities and obligations of employees and administrators (employee duties), and this is considered one of the ethics that employees must adhere to, as well as the professional ethics policy in the same guide (the chapter on professional ethics).



8. Information Handling Policy

As part of Mustaqbal University's ongoing efforts to continuously improve the quality of all its activities, including education, scientific research, and community service, and its commitment to institutional and academic accreditation for its programs, the university operates according to a policy related to information handling and processing. This policy regulates the analysis and storage of data and information through the Statistics and Information Unit and the Documents and Records Management Department, ensuring the efficiency and protection of information exchanged on its electronic portal and internal network.

The Information Handling Policy can be found in the "Information Handling Policy Guide," which was developed under the supervision of the Quality and Accreditation Department. This guide provides information on the entities authorized to store and handle information, as well as policies for handling and exchanging information through the electronic portal and the university's internal network. These policies aim to maintain the confidentiality and security of information, guarantee authors' rights, and uphold academic integrity.

9. Training Policy

The training program aims to qualify university staff scientifically to develop their academic, administrative, and technical skills through training as required by the interests of the university and the Kingdom. It also contributes to students' field training to prepare them for the job market and refine their practical skills. In this regard, Mustaqbal University follows a policy consistent with the policies and directives of the Ministry of Human Resources and Social Development and the Ministry of Higher Education regarding training for university staff and students.

In this regard, the university has prepared a guide on this subject, "Training Management and Skills Development Guide," which is derived from the policies and regulations of the two ministries. This guide outlines the purposes, objectives, administrative procedures, and financial rules and regulations governing this matter.



10. Financial Policy

The purpose of the Financial Policies Regulations is to outline the fundamental rules of the financial system that the university will adhere to and to define the policies and procedures within the Finance Department. Final approval and amendment of the Financial Policies are subject to the Board of Trustees, based on the recommendations of the Director of the Finance Department, and in accordance with the regulations of the Ministry of Finance in the Kingdom.

The scope of application of these policies and procedures encompasses all financial transactions of the university and everything related to the preservation of its assets, records, and financial documents. These guidelines are consistent with generally accepted accounting principles, the standards of the Accounting and Auditing Organization for Financial Institutions (AAOIFI), and international standards.